



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET

For the Meeting of Wednesday  
September 5, 2012

7:00P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday September 5, 2012  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda that is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. PRESENTATIONS**

**D. AREA AGENCIES REPORTS / PRESENTATION**

1. SHERIFF'S OFFICE REPORT
2. CHP REPORT
3. FIRE DISTRICT REPORT
4. EAST CONTRA COSTA FIRE PROTECTION DISTRICT REPORT
5. SUPERVISOR MARY PIEPHO, DISTRICT III REPORT

**E. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

*\*\* These meetings are held Quarterly*

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Minutes of previous Regular meeting dated August 15, 2012
2. Minutes of previous Special meeting dated August 29, 2012
3. District Invoices
4. Resolution 2012-22 adopting the Town of Discovery Bay CSD Emergency Operations Plan

**G. NEW BUSINESS AND ACTION ITEMS**

1. Award of Contract to Gates & Associates for design services relating to Cornell Park Capital Improvement Projects for the FY 2012/13
2. Review and Discussion of District Representative Listing for 2012
3. Agency Comment Request – Home Occupation Use Permit Application – Adrian Pell (LP12-2095)
4. Agency Comment Request – Home Occupation Use Permit Application – Douglas Browand (LP12-2100)
5. Authorize Contract Change Order Number(s) 00009 & 00010 to Conco West for the Belt Press and Dewatering Project

**H. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**I. MANAGER'S REPORT**

1. Landscape Managers Report
2. Salinity Study

**J. GENERAL MANAGER'S REPORT**

**K. DISTRICT LEGAL COUNSEL REPORT**

**L. COMMITTEE UPDATES**

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – Discovery Bay P-6 Zone Citizen Advisory Committee Minutes dated June 18, 2012

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

**P. ADJOURNMENT**

1. Adjourn to the next regular meeting on September 19, 2012 starting at 7:00 p.m. at 1800 Willow Lake Rd – Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
TOWN OF DISCOVERY BAY CSD  
Wednesday August 15, 2012  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**Call business meeting to order** – By President Steele – 7:00 p.m.

**Pledge of Allegiance** – Led by Director Tetreault

**Roll Call** – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. PRESENTATIONS**

**Chief Burris** – Was unable to attend the Board meeting dated August 1, 2012, therefore provided his report and the details for the month of July. Chief Burris also introduced three (3) of his colleagues.

There was discussion between the Board and Chief Burris.

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Vice-President Graves** – Provided his report and the details from the East Contra Costa County Fire Protection District meeting dated August 6, 2012

**Vice-President Graves** – Provided his report and the details from the Byron Union School District meeting dated August 2, 2012

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Minutes of previous Public Financing Authority meeting dated August 1, 2012

2. Minutes of previous Special meeting dated August 1, 2012

3. Minutes of previous Regular meeting dated August 1, 2012

4. District Invoices

5. Discovery Bay Boulevard Roadway Banners – American Hero's

6. Action Memorializing Resolution No. 2012-19 by Adopting Resolution No. 2012-20

There was one (1) Public Comment Speaker

**Legal Counsel Schroeder** – Stated that item one (1) and item five (5) be removed from the Consent Calendar

**Motion by:** Vice-President Graves to accept the Consent Calendar minus item one (1) and item five (5)

**Second by:** Director Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

**General Manager Howard** – Provided details on item E-5

**F. PUBLIC HEARING to Consider the Following**

**1. Adopt and Approve Resolution 2012-21 for the Conflict of Interest Code Amendment for 2012**

**General Manager Howard** – Provided details on item F-1

There was discussion between the Board and Legal Counsel

**President Steele** – Opened the Public Hearing for Public Comment

There was no Public Comment

**President Steele** – Closed the Public Hearing

**Motion by:** Vice-President Graves to approve amendment to the Conflict of Interest Code for the Town of Discovery Bay Community Services District and adopt Resolution 2012-21

**Second by:** Director Simon

**Vote:** Motion Carried – AYES: 5, NOES: 0

**G. NEW BUSINESS AND ACTION ITEMS**

**1. Consideration of Draft Letter to Governor Brown Opposing the Peripheral Canal Project**

**General Manager Howard** – Provided details on item G-1

There was discussion between General Manager Howard and the Board

There was one (1) Public Comment Speaker

**Motion by:** Vice-President Graves to direct Staff to make the noted corrections and contact the Board to review final DRAFT

**Second by:** Director Tetreault

**Vote:** Motion Carried – AYES: 5, NOES: 0

**H. VEOLIA REPORT**

**Project Manager Berney Sadler** – Provided the details for the July Monthly Operations Report

There was discussion between the General Manager, the Veolia Project Manager, and the Board

**I. MANAGER'S REPORTS**

**1. Landscape Managers Report**

**General Manager Howard** – Stated that item I-1 will be moved to the September 5, 2012 meeting.

**J. GENERAL MANAGER'S REPORT**

**General Manager Howard** – Provided information in regards to the Arborist exam that Fairin took, an update on issues at Cornell Park, and details in regards to the Bonds.

There was discussion between the General Manager and the Board.

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. COMMITTEE UPDATES**

None

**M. CORRESPONDENCE-Discussion and Possible Action**

1. R – East Contra Costa Fire Protection District meeting minutes dated June 25, 2012

2. S – Letter to Contra Costa County Airports regarding Comment Request – Airport Master Plan – Proposed use of the Mariposa Community Benefit Fund for Byron Airport Improvements

3. R – Transplan Committee meeting minutes dated June 14, 2012

4. R – State Route 4 Bypass Authority meeting minutes dated June 14, 2012

5. S – Letter to Contra Costa County Department of Conservation and Development regarding Pantages Bay Development Draft EIR SCH #2007-052130

**N. PUBLIC RECORD REQUESTS RECEIVED**

1. Request from David Piepho – Don Flint's PRR – Request date July 27, 2012

**O. FUTURE AGENDA ITEMS**

None

**P. ADJOURNMENT**

The meeting adjourned at 7:40 p.m. to next Regular meeting of September 5, 2012 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 08.17.12

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President - Chris Steele • Vice-President - Kevin Graves • Director - Jim Mattison • Director - Mark Simon • Director - Ray Tetreault

MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday August 29, 2012  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:30 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

## SPECIAL MEETING AT 6:30 P.M.

- A. **ROLL CALL**  
Call business meeting to order – 6:30 p.m. by President Steele  
Roll Call – All Present with the exception of Director Tetreault
- B. **PUBLIC COMMENT**  
None
- C. **OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**  
(Government Code Section 54957.7)  
Legal Counsel Schroeder – The Board convened into Closed Session regarding action item D-1. There are no facts or circumstances to disclose at this time.
- D. **CLOSED SESSION:**  
1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS Government Code Section 54956.8**  
Property: 10+/- acres – APN 008-200-014 and 008-200-011 (Discovery Bay Athletic Club site)  
Agency Negotiator: General Manager, Rick Howard  
Negotiating parties: (Pilati Farms and Randy Prince)  
Under negotiation: Instruction to negotiator will concern price and terms of payment.
- E. **RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**  
(Government Code Section 54957.1)  
Legal Counsel Schroeder – The Board has reconvened from Closed Session regarding action item D-1, all five (5) Board Members were present with the exception of Director Tetreault and there is no reportable action at this time.
- F. **ADJOURNMENT**  
The meeting adjourned at 7:05 p.m. to the Regular Meeting on September 5, 2012 at 7:00 p.m. on 1800 Willow Lake Road

//cmc – 08.30.12

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

September 5, 2012

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

District Invoices

**Recommended Action**

Staff recommends that the Board approve the listed invoices for payment

**Executive Summary**

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

**Fiscal Impact:**

**Amount Requested** \$624,111.00

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

**Previous Relevant Board Actions for This Item**

**Attachments**

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2012/2013

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2012/2013

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2012/2013

**AGENDA ITEM: F-3**

**Request for authorization to pay invoices (RFA)  
For the Meeting on September 5, 2012  
Town of Discovery Bay CSD  
For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Accountemps	36045051	8/1/2012 Temp	08/06/12	\$128.40
Accountemps	36045052	8/3/2012 Temp	08/06/12	\$124.39
Big Dog Computer	BDC32883	VOIP Consulting	08/11/12	\$975.00
Big Dog Computer	BDC32886	Monthly, GOTO Support	08/11/12	\$207.50
Big Dog Computer	BDC32886	Monthly, GOTO Support	08/11/12	\$85.00
Big Dog Computer	BDC32887	Various IT repairs	08/11/12	\$75.00
Big Dog Computer	BDC32890	Parts and Onsite repairs for admins	08/11/12	\$310.00
Big Dog Computer	BDC32890	Parts and Onsite repairs for admins	08/11/12	\$255.00
Big Dog Computer	BDC32897	Diva Drive issues	08/17/12	\$245.00
Big Dog Computer	BDC32898	Laser Fiche install	08/18/12	\$425.00
Big Dog Computer	BDC32899	NAS connectivity issue	08/18/12	\$207.50
Big Dog Computer	BDC32900	Equip racks, patch cables, shelves	08/18/12	\$1,075.00
Big Dog Computer	BDC32901	Sonic Wall Security	08/18/12	\$4,452.50
Caselle, Inc.	44113	Monthly Support for Sept	08/01/12	\$280.00
Chris Steele	41133	Expense Report August 2012	08/28/12	\$300.00
County Of Contra Costa, Dept of Info Tec	7664	Data processing for July 2012	08/09/12	\$43.06
Dina Breitstein	82312	Iannotate	08/23/12	\$4.99
Executive Leadership	41102	Team Development	08/16/12	\$520.00
Freedom Mailing Service, Inc	21047	Bill Processing for Water billings	08/01/12	\$933.60
Incrementum	2154	Laserfiche license, support, scanner	08/07/12	\$1,198.37
Incrementum	2154	Laserfiche license, support, scanner	08/07/12	\$852.47
Incrementum	2159	Laserfiche/Support coverage 10/12-10/13	08/21/12	\$487.12
Incrementum	2159	Laserfiche/Support coverage 10/12-10/13	08/21/12	\$487.13
Jim Mattison	8/12	Expense Report August 2012	08/28/12	\$300.00
Kevin Graves	8/12	August Expense Report	08/28/12	\$600.00
Kevin Graves	8/12	August Expense Report	08/28/12	\$26.64
Lesley Marable	AUG EXPENSE REPORT	Aug Expense Report, Mileage	08/16/12	\$29.42
Mark Simon	8/12	Expense Report August 2012	08/28/12	\$300.00
Neopost (Postage Account)	7900044908384658/081	Postage paid 07/20/12	08/07/12	\$132.89
Odyssey Landscape Co, Inc.	36037542	Irrig. repairs on Regatta Park (Zone 57)	07/31/12	\$545.00
Odyssey Landscape Co, Inc.	36037543	Irrig. repairs on Newport (Zone 61)	07/31/12	\$250.00
Office Depot	509486000000	Filing Jacket, short paid inv	02/17/10	\$14.07
Office Depot	557039000000	Misc Office Supplies, short paid	03/25/11	\$25.52
Office Depot	566079000000	Overpayment from 2011	05/27/11	-\$46.50
Office Depot	570697000000	Misc Office Supplies, short paid	07/08/11	\$8.22
Office Depot	617716000000	Office Supplies, misc	07/20/12	\$45.85
Office Depot	617717000000	Mouse for Computers	07/23/12	\$64.29
Office Depot	618005000000	Misc Office Supplies	07/24/12	\$63.17
Office Depot	618604000000	Office Supplies	07/27/12	\$77.59
Office Depot	618605000000	Misc. Office supplies	07/21/12	\$60.71
Office Depot	619119000000	Office Supplies, Copy Paper	08/01/12	\$86.84
Office Depot	619465000000	Office Supplies, Misc	08/03/12	\$44.23
Office Depot	619465000000	Office Supplies	08/03/12	\$4.32
Office Depot	619465000000	Office Supplies, Petty Cash box	08/03/12	\$49.78
Office Depot	619544000000	Office Supplies, Handtruck	08/06/12	\$75.37
Office Depot	620375000000	Office Supplies	08/10/12	\$67.72
Office Depot	621326000000	Misc Office Supplies	08/17/12	\$76.88
Ray Tetreault	8/12	Expense Report August 2012	08/28/12	\$300.00
ReliaStar Life Insurance Company	JR52 457(B) 09/12	457(b) 08/16/12-09/15/12	08/16/12	\$2,751.99
Ricoh Americas Corporation	416043372	Copying for July 2012	08/01/12	\$241.81
SDRMA	11696	Ancillary Benefits Sept 2012	08/27/12	\$333.05
SDRMA	40589	Final Audited Workers Comp 2012-2013	08/17/12	\$1,084.18
Shred-It	9400661657	Service date 07/26/12	07/26/12	\$70.36
United States Postal Services	41133	Postage Due Postage for Outsource return Billing	08/28/12	\$100.00
Verizon Wireless	1105761745/571177035	July Cell phone bill	07/26/12	\$103.74
			<b>Administration</b>	<b>Sub-Total</b>
				<b>\$21,559.17</b>
<b>Water</b>				
Bartle Wells Associates	80912	Capacity Fee Study, 07/02/12-08/03/12	08/09/12	\$3,394.64
Bay Area News Group	2005834/073112	Tax rate notice	07/31/12	\$42.08
Big Dog Computer	BDC32887	Various IT repairs	08/11/12	\$427.50
Big Dog Computer	BDC32887	Various IT repairs	08/11/12	\$199.00
County of Contra Costa Public Works Dept	916694	Permit Inspection, 03/10/11 & 04/07/11	08/07/12	\$654.90
EnerPower	61369	PGE# 2990602600 06/12-07/12	08/16/12	\$350.00

EnerPower	61371	PGE# 2943721807 06/12-07/12	08/16/12	\$1,777.00
EnerPower	61372	PGE# 8651647866 06/12-07/12	08/16/12	\$223.00
Golden State Flow Measurement, Inc	I-035378	2 2 water meters for DB School"	07/26/12	\$2,760.38
J.W. Backhoe & Construction, Inc.	1712	Leak on Beaver Lane	07/30/12	\$6,573.85
J.W. Backhoe & Construction, Inc.	1713	Leaking meter Firwood Ct	07/30/12	\$1,286.60
J.W. Backhoe & Construction, Inc.	1721	DB Elemt school B30 box	08/03/12	\$12,319.33
J.W. Backhoe & Construction, Inc.	1722	Discovery Bay Blvd and Beaver Lane	08/08/12	\$4,831.29
J.W. Backhoe & Construction, Inc.	1724	Cherry Hill	08/08/12	\$4,029.02
Luhdorff & Scalmanini	28041	Water level Monitoring Program	07/29/12	\$1,177.50
Luhdorff & Scalmanini	28045	Site 7 Well & Pump	07/29/12	\$1,665.00
Luhdorff & Scalmanini	28046	Well 6 Testing/Treatment	07/29/12	\$10,085.60
MailFinance	N3473390	Postage Machine Lease	08/19/12	\$69.53
Office Depot	617717000000	Mouse for Computers	07/23/12	\$64.29
Pacific Gas & Electric	JULY-AUG 2012	July-Aug 2012	08/08/12	\$43,717.41
Phil's Diesel Clinic, Inc	54813	Generator Repair	07/02/12	\$3,261.62
R & B Company	S1310390-001	Gasket	07/26/12	\$21.65
ReliaStar Life Insurance Company	JR52 457(B) 09/12	457(b) 08/16/12-09/15/12	08/16/12	\$499.29
SDRMA	11696	Ancillary Benefits Sept 2012	08/27/12	\$16.35
Upper Case Printing, Ink.	6213	Utility Bills	08/08/12	\$68.66
UPS	000012X417332	UPS fees	08/18/12	\$2.12
Veolia Water North America	18263	Monthly O&M	08/10/12	\$37,897.66
Verizon Wireless	1105761745/571177035	July Cell phone bill	07/26/12	\$101.50
Watersavers Irrigation Inc.	11209881	PVC parts to make meter spacers	08/21/12	\$71.78

**Water Sub-Total \$137,588.55**

**Wastewater**

Advanced Pipeline Services	859	Beaver Lane Sanitary Sewer	08/20/12	\$700.00
Bay Area News Group	2005834/073112	Tax rate notice	07/31/12	\$63.12
Big Dog Computer	BDC32900	Equip racks, patch cables, shelves	08/18/12	\$750.00
Conco West Inc.	360	Progress Billing #4 thru 07/31/12	07/30/12	\$216,825.30
Cresco Equipment Rentals	PO#120709	Genie Boom Lift	08/20/12	\$21,878.26
EnerPower	61370	PGE# 3881134135 06/12-07/12	08/16/12	\$281.00
Herwit Engineering	41250	July Billing, 2000-02 & 2002-12	08/01/12	\$900.00
Herwit Engineering	41250	July Billing, 2000-02 & 2002-12	08/01/12	\$1,256.61
Herwit Engineering	41250	July Billing, 2000-02 & 2002-12	08/01/12	\$4,856.61
Herwit Engineering	41250	July Billing, 2000-02 & 2002-12	08/01/12	\$26,425.00
J.W. Backhoe & Construction, Inc.	1723	4 sch 80 G5 box"	08/08/12	\$728.05
Kleinfelder, Inc.	770103	WWTP ADDN	08/03/12	\$2,226.80
McCampbell Analytical, Inc.	1206145	Salinity Test	06/12/12	\$36.00
Neumiller & Beardslee	250175	vs. SWWC Services	08/15/12	\$860.00
Pacific Gas & Electric	JULY-AUG 2012	July-Aug 2012	08/08/12	\$36,085.53
R & B Company	S1310390-001	Gasket	07/26/12	\$21.65
R & M Signs	80912	CA# Signs for Big Rig	08/09/12	\$30.00
ReliaStar Life Insurance Company	JR52 457(B) 09/12	457(b) 08/16/12-09/15/12	08/16/12	\$92.68
SDRMA	11696	Ancillary Benefits Sept 2012	08/27/12	\$1.84
Stantec Consulting Services Inc	610501	UV Bioassay Tests	08/01/12	\$11,695.00
Stantec Consulting Services Inc	614246	WWTP Master Plan	08/15/12	\$668.00
Veolia Water North America	18263	Monthly O&M	08/10/12	\$56,846.50
Verizon Wireless	1105761745/571177035	July Cell phone bill	07/26/12	\$195.56

**Wastewater Sub-Total \$383,423.51**

**Community Center**

Neumiller & Beardslee	250173	Comm. Center Site Purchase	8/15/2012	\$7,110.50
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**Community Center Sub-Total \$7,110.50**

**Grand Total \$549,681.73**

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on September 5, 2012**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big Dog Computer	BDC32891	Printer Issues/Ethernet Cable	8/11/2012	\$95.00
Cascade Rock Inc.	16132	25 tons Moss Rock	7/11/2012	\$3,232.50
Cresco Equipment Rentals	PO#120709	Genie Boom Lift	08/20/12	\$32,817.13
Delta Fence Company	23591	Cornell Park Fence Repair	8/6/2012	\$440.00
Express Employment Profession.	113434336	Landscaper Clipper Dr	8/1/2012	\$830.00
Express Employment Profession.	11366540-0	Landscaper Clipper Dr	8/8/2012	\$830.00
Express Employment Profession.	113988745	Landscaper Clipper Dr	8/15/2012	\$798.88
My Bark Company Inc.	4/21/1914	Pin Chips Clipper Dr	7/24/2012	\$4,113.50
Office Depot	617716160001	Office Supplies, Misc	7/20/2012	\$47.18
Office Depot	617717934001	Computer Supplies	7/23/2012	\$64.29
Pacific Gas & Electric	07/12-08/12	Electric Bill for July-Aug 2012	8/10/2012	\$6,830.85
PMT Pest Control	433	Pest Control Newport Dr/DB Blvd	7/5/2012	\$676.00
ProPet Distributors Inc.	89399	Misc Dogipot Supplies	8/10/2012	\$1,980.20
UPS	000012X41731	Shipping Cost-Valley Crest	8/4/2012	\$24.08
Valley Crest Landscaping	1881744	Drain Installation	7/30/2012	\$1,652.00
Valley Crest Landscaping	1882063	Irrigation Repair at Cornell	7/31/2012	\$777.00
Valley Crest Landscaping	4049465	Irrigation Repair at Newport	7/30/2012	\$967.00
Valley Crest Landscaping	4049473	4 Irrig. Spray Head Replacement Clipper Dr	7/30/2012	\$96.00
Valley Crest Landscaping	4049500	2 Irrig. Rotor Replacement	7/30/2012	\$96.00
Verizon Wireless	1105761745/57	July Cell Phone Bill	7/26/2012	\$130.51
Watersavers Irrigation	I1168440	Sprinkler riser	5/22/2012	\$5.72
Watersavers Irrigation	I1191138	Clipper Dr	7/13/2012	\$1,831.37
Watersavers Irrigation	I1205224	Clipper Dr	8/10/2012	\$174.52
Watersavers Irrigation	I1205554	Clipper Dr	8/14/2012	\$429.94
Williams Sanitary Service	23687	Sanitary Service, Clipper Dr	8/3/2012	\$115.83
Town of Discovery Bay	9	Zone 8 Payroll Reimb. July 2012	8/13/2012	\$12,343.72
				\$71,399.22

**Request For Authorization To Pay Invoices (RFA)**  
**For the Meeting on September 5, 2012**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/12 - 6/13**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bay Area News Group	2005834/0000524924	Tax Rate Notice	7/31/2012	\$54.80
Big Dog Computer	BDC32891	Printer Issues/Ethernet Cable	8/11/2012	\$120.00
Herwit Engineering	12-07	July Billing, 2000-02 & 2002-12	8/1/2012	\$1,125.00
Office Depot	619465201001	Ink Cartridges	8/3/2012	\$91.56
Pacific Gas & Electric	07/12-08/12	Electric Bill for July-Aug 2012	8/8/2012	\$153.42
Verizon Wireless	1105761745/57	July Cell Phone Bill	7/26/2012	\$87.01
Williams Sanitary Service	23687	Sanitary Service	8/3/2012	\$175.00
Town of Discovery Bay	10	Zone 9 Payroll Reimb. July 2012	8/13/2012	\$1,223.26
			<b>Total</b>	<b>\$3,030.05</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

September 5, 2012

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Resolution 2012-22 adopting the Town of Discovery Bay CSD Emergency Operations Plan

**Recommended Action**

Adopt and Approve Resolution 2012-22 for the Town of Discovery Bay CSD Emergency Operations Plan

**Executive Summary**

On August 1, 2012, the Board received a "Draft" Emergency Operations Plan (EOP) for review and comment. After that meeting, staff reviewed the document and made a number of non-substantive changes.

The EOP has been developed in order that District staff is prepared to efficiently and adequately address a variety of emergencies that may take place in the future. Emergencies covered in the "draft" plan include Fire/Explosion; Hazmat Operations, Earthquakes, Flood/Dam/Levee Failure and High Winds/Severe Weather situations. These represent the likely scenarios in the Discovery Bay region.

The Districts EOP is intended to protect the health and safety of District employees, as well as public facilities that are owned and maintained as a part of the Districts assets. In the event of a declared emergency, any state or federal funds owed to the District as a result of damages resulting from an declared state or federal emergency will only be reimbursed to the District if the District has an adopted EOP and at least one (1) key member of the staff has participated and is certified in the federal Standardized Emergency Management System (SEMS) program.

Staff has worked closely with the Contra Costa County Sheriff's Office of Emergency Services and their staff played a key role in the overall development of this plan. The County review provided peer oversight as well as the opportunity to ensure the EOP parallels the County EOP. This is important as the Town of Discovery Bay will ultimately fall under County EMS jurisdiction in the event of a "declared" emergency.

The plan is not intended for as a "community emergency operation plan". That plan is developed under the County Office of Emergency Services and is available on their website.

**Fiscal Impact:**

**Amount Requested \$**

**Sufficient Budgeted Funds Available?:** (If no, see attached fiscal analysis)

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

August 1, 2012 Document Review

**Attachments**

Emergency Operation Plan  
Resolution 2012-22

**AGENDA ITEM: F-4**



**TOWN OF DISCOVERY BAY  
EMERGENCY OPERATIONS PLAN**

FINAL 09.05.12

# **EMERGENCY OPERATIONS PLAN**

## Introduction

All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

Major disasters must be anticipated and procedures must be developed and mastered if the well-being of our personnel is to be protected and if we are ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire, earthquake, flooding, high winds, severe weather, toxic/chemical spill or other major disaster which threatens personnel, equipment, or general public safety, property and the environment.

This Emergency Operation Plan is intended to be used as a guide. All possible situations cannot be reasonably addressed, as all emergencies vary in degree and nature. It is important to ***always remain calm*** and make sure that all actions taken are safe to yourself and to others, in order to avoid creating a more serious situation than already exists. The EOP can be amended accordingly, pursuant to administrative direction, and updated versions will be made available to all employees as soon as is reasonably possible to do so.

The EOP is also to be used in combination with the Town of Discovery Bay's Emergency Response Plan, as amended. A copy of the Emergency Response Plan is located in the RED Emergency Bin in the supply room at 1800 Willow Lake Road. Additional copies have been distributed to key staff.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

It is also important to note that the EMERGENCY OPERATIONS PLAN is divided into two (2) main sections, the general response for all disasters and the specific disaster types and correct responses for each. It is also extremely important to note that the general response plan is a step procedure and must be followed in the correct order of events if it is safe to do so. This will ensure that immediate needs are addressed first, and will also facilitate a smoother and more efficient response, since it is anticipated that there will be some degree of shock and confusion following a major disaster.

(Please note Plant and Facility may be used interchangeably).

# EMERGENCY OPERATIONS PLAN

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## **A. General Response Guidelines**

### **All Hazards**



## **Step 1**

### **Employee Safety / Rendezvous / Headcount**



## EMPLOYEE SAFETY

In the event of a declared local, state or federal emergency, all employees of the Town of Discovery Bay Community Service District are required to return to their workplace and report to work as a Disaster Services Worker. Pursuant to California Government Code Section 3100, et seq., public employees are declared Disaster Services Workers in the event of a disaster.

Each District employee has been issued a RED emergency services backpack containing supplies that may be necessary in the event of an emergency. The emergency packs should be positioned for ease of accessibility and should be maintained at your work station or in your District owned vehicle. The latest version of this EOP shall be placed in the emergency backpack for easy retrieval.

The District maintains a set of emergency cell phones. Those cell phones are located in the storage room at the main District office located at 1800 Willow Lake Road. The emergency cell phones are stored in a RED plastic bin marked accordingly.

There are three (3) levels of activation of the Emergency Operations Center, or EOC. They are a full activation; partial activation; or monitoring. The General Manager will make the determination as to which level of activation is necessary for the threat.

The Town of Discovery Bay Community Services District participates in the Standardized Emergency Monitoring System, or SEMS (To be trained in late 2012). SEMS unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the federal and state disaster assistance programs.

Your role following a disaster is the following:

- Secure your family and home
- Call your immediate supervisor for direction and reporting instructions
- Make certain your personal contact numbers are operable (if applicable)
- If you are unable to contact your supervisor, report to your normal worksite as soon as is reasonably possible to do so
- If you are unable to report to your regular worksite, report to the next closest District facility
- If you are unable to report to any District facility, report to the nearest First Responder location, Red Cross Shelter, or other local government Emergency Operations Center.

Once your family situation is stable, immediately report to your supervisor for direction. Upon arrival, all employees will become emergency service workers until such time as the emergency has been resolved or you are directed to return to your regular work assignment. All employees will follow the direction of the General Manager or designee.

## **EMPLOYEE IDENTIFICATION CARDS**

All employees shall be issued a Town of Discovery Bay Community Services District identification card that identifies their name, their employment position at the District, and that they are a declared Disaster Services Worker.

All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, District employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

## RENDEZVOUS / HEADCOUNT

In the event of a major emergency or disaster GO IMMEDIATELY to the front entrance of your job site if it is safe to do so. DO NOT WAIT around or try to restart equipment or processes. Personal safety is the number one priority, and a quick headcount insures quicker response to personnel and facility needs. All employees working with the Town of Discovery Bay Community Services District at the time of an emergency or disaster should immediately contact the District Office or your supervisor for instructions.

There are thirteen (13) District Employees. In addition there are contract employees (Veolia Water) and there may be temporary employees and visitors on site. Any or all may be at one (1) or both water treatment facilities, one (1) or both wastewater treatment facilities, one (1) or both offices, or within the District at any given time. See page nine (9) for a list of names of District employees and page thirteen (13) for the list of Veolia contract employees and a headcount checklist.

Following the rendezvous and headcount, if it is safe to do so, all personnel should move indoors and activate the Emergency Operations Center (1800 Willow Lake Road). The EOC shall only be activated in the event it is safe and does not pose a threat to the safety and welfare of Disaster Services Workers. In the event the EOC is not available for use, an alternate location shall be identified by the General Manager pursuant to the best available and safe location.

The EMERGENCY OPERATIONS MANAGER shall initiate the response plan by using these guidelines to make all necessary assignments. The EMERGENCY OPERATIONS MANAGER will be the General Manager, or designee.

The **Emergency Coordinator** Emergency “**Quick Check**”:

- \_\_\_\_\_ Perform rendezvous/headcount
- \_\_\_\_\_ Call necessary emergency services. See page eleven (11) for emergency notification phone list.
- \_\_\_\_\_ Insure first aid is administered if needed
- \_\_\_\_\_ Coordinate with search & rescue operations and First Responders (Police/Fire/EMDS), as directed.
- \_\_\_\_\_ Check water tanks and other accessible equipment for cracks and/or leaks
- \_\_\_\_\_ Organize safety checks of office and other district facilities, as well as a levee inspection using the most qualified people available

## TOWN OF DISCOVERY BAY COMMUNITY SERVICE DISTRICT PERSONNEL

	On Duty	Off Duty	On Duty (Off Site)	On Duty (Missing)
Rick Howard	_____	_____	_____	_____
Virgil Koehne	_____	_____	_____	_____
Fairin Perez	_____	_____	_____	_____
Dina Breitstein	_____	_____	_____	_____
Calista Anderson	_____	_____	_____	_____
Sue Heint	_____	_____	_____	_____
Carol McCool	_____	_____	_____	_____
Liz Hardy	_____	_____	_____	_____
Lesley Marable	_____	_____	_____	_____
Bob Abbadie	_____	_____	_____	_____
Aaron Goldsworthy	_____	_____	_____	_____
Estevan Rocha	_____	_____	_____	_____
Other Personnel	_____	_____	_____	_____
Other Personnel	_____	_____	_____	_____

**Step 2**  
**Emergency Notification**  
**External and Internal**



# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

## Emergency Notification Phone List

### EXTERNAL EMERGENCY LIST

Once the immediate first aid needs have been taken care of, contact the necessary EMERGENCY SERVICES. The following is a list of Emergency Services to contact:

<b>Nature of Emergency</b>	<b>Agency to Call</b>	<b>Phone Number</b>
Office of Emergency Services	Contra Costa County	(925) 646-4461
Medical	Dispatch-Paramedics	911
Fire	Dispatch- Fire Dept	911 or (925) 757-1303
Law Enforcement	Sheriff Dispatch	911 or (925) 646-2441
Gas/Electrical Emergency	PG&E Emergency	1 (800) 743-5000

### RACES

The Radio Amateur Civil Emergency Service (RACES) mission is to operate and maintain Amateur, Public Safety, and other communications systems, and to perform unique, accurate, and efficient communication services to assist government officials in the protection of life and property.

RACES is the acronym for "Radio Amateur Civil Emergency Service," a protocol created by the Federal Emergency Management Agency (FEMA) and the Federal Communications Commission ([FCC Part 97, Section 407](#)). Many government agencies across the country train their Auxiliary Communications Service (ACS) volunteers using the RACES protocol. The volunteers serve their respective jurisdictions pursuant to guidelines and mandates established by local emergency management officials.

RACES personnel are citizen volunteer employees of the County who donate their time, personal equipment, training and capabilities for public service.

Contra Costa County will activate and coordinate RACES services if and when necessary.

# TOWN OF DISCOVERY BAY CSD PERSONNEL EMERGENCY LIST

## INTERNAL

### INTERNAL EMERGENCY LIST

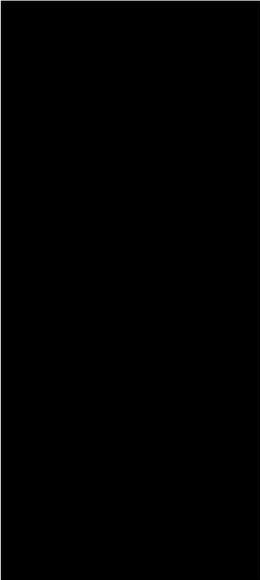
In the event of a major disaster or other facility emergency the following people should be notified. District Office: (925) 634-1131

Employee	Title	Home Phone	Cell Number
Rick Howard	General Manager		
Virgil Koehne	Water & Wastewater Manager		
Fairin Perez	Parks and Landscape Manager		
Frank Cramer	Construction Manager		
Calista Anderson	Executive Assistant		
Sue Heint	Administrative Assistant		
Carol McCool	Administrative Assistant		
Lesley Marable	Sr. Accounting Clerk		
Liz Hardy	Office Assistant		
Bob Abbadie	Park & Maintenance Worker II		
Aaron Goldsworthy	Water Service Technician		
Estevan Rocha	Park & Maintenance Worker II		
Kevin Graves	Board (Vice-President)		
Jim Mattison	Board		
Mark Simon	Board		
Chris Steele	Board (President)		
Ray Tetreault	Board		

# VEOLIA WATER EMERGENCY LIST

Veolia Office Number: (925) 634-8818 or (925) 634-8137

Employee	Title	Home Phone	Cell Number
Berney Sadler	Project Manager		
Jennifer Bennett	Administrative Assistant		
Joe Brandon	Collection Tech		
Lori Gabriel	O & M Tech II		
Joe Halay	Maintenance Tech III		
Dung Lu	Instrumentation Tech III		
Mike McMaster	O & M Tech III		
Blaise Tetio	O & M I		
John Herron	Area Manager		
On Call Phone	#PERCOMM Communications		



# IMPORTANT NUMBERS

## Emergency/Sheriff/CHP/Fire Protection Services:

- Emergency only 911
- California Highway Patrol 1 (800) 835-5247 or (925) 646-4980
- Discovery Bay Dispatch (925) 778-2441
- Contra Costa County Sheriff - Main Number (925) 335-1500
- Emergency Number/ Sheriff Department Discovery Bay (925) 646-2441
- Fire Department Emergency (925) 757-1313
- Fire Department Offices in Brentwood (925) 634-3400
- Contra Costa Community Warning System (925) 313-9622 – (Call 211 to find out about an Emergency)

## Hazardous Material:

- Emergency Only 911
- 24-hour hotline number for HazMat emergencies only (925) 335-3232
- Hazardous Materials Ombudsman (877) 662-8376
- Hazardous Materials Programs (925) 335-3200
- East County - Delta Household Hazardous Waste Collection Facility (925) 756-1990

## Environmental Protection:

- Contra Costa Environmental Health Programs (925) 646-5225
- Clean Water Program 1 (800) 663-8674 (NO-DUMPING)
- Bay Area Air Quality Management District 1 (800) 334-6367

## Utilities:

- Discovery Bay Disposal Service (925) 634-3099
- Discovery Bay Sewer & Water (925) 634-8818 or (925) 634-1131 or (925) 634-1733
- AT&T Customer Service 1 (800) 310-2355
- PG&E Customer Service 1 (800) 743-5000
- Comcast Cable Services 1 (800) 391-3000

## Schools:

- Discovery Bay School (925) 809-7540
- Timber Point Elementary School (925) 634-4369
- Byron Intermediate School (925) 634-2128
- Excelsior Middle School (925) 809-7530

## State Regulatory Agencies:

- State Water Quality Control Board – Raw Sewage Spills (707) 576-2220
- Fish and Game Dept. – Raw sewage entering any body of water 1 (800) 852-7550

## Community Services:

- Town of Discovery Bay Community Services District (925) 634-1131
- Discovery Bay Marina Harbor Master (925) 634-5928
- Reclamation District No. 800 – (925) 634-2351
- U.S. Post Office Byron (925) 634-2600, Discovery Bay (925) 634-1164

## STATE & FEDERAL AGENCIES

**NOTE: THE GENERAL MANAGER OR DESIGNEE WILL HAVE SOLE RESPONSIBILITY FOR AUTHORIZING CONTACT, NOTIFICATION, OR COMMUNICATION WITH ANY OF THE FOLLOWING AGENCIES:**

### **California Regional Water Quality Control Board**

3443 Routier Road Suite A  
Sacramento, CA 95827-3003  
(916) 255-3000

Criteria for Notification: Immediate verbal notification of the release of any hazardous substance to the waters of the state which could affect the chemical, physical, biological, bacteriological, or radiological characteristics of its use.

### **Local Administering Agency**

Contra Costa County Department of Health Services, Hazardous Materials Division  
4585 Pacheco Blvd.  
Martinez, CA 94553  
(925) 335-3200

Criteria for Notification: Immediate verbal report of any release or threatened release of hazardous material or waste.

### **State Administering Agency**

California Office of Emergency Services  
3720 Dudley Boulevard  
McClellan, CA 95652  
1 (800) 852-7550

Criteria for Notification: Immediate verbal report of any release or threatened release of a hazardous material or waste, fire or explosion, or other localized emergency which could threaten human health, property or the environment.

### **National Response Center**

2100 2<sup>nd</sup> Street, Southwest, Room 2611  
Washington, D.C. 20593  
1 (800) 424-8802  
The District Office telephone number is (925) 634 -1131

**Step 3**  
**Search and Rescue/First Aid**



## SEARCH AND RESCUE

Once the headcount is performed use the personnel list to identify which employees, if any, are "missing". If it is safe to do so, assign specific employees to try and locate where they were last seen. First Responders are the only personnel authorized to direct search and rescue missions in areas deemed unsafe.

As directed, assist and provide support to Urban Search and Rescue teams (USAR) in their search efforts. Those most familiar with the respective site may accompany USAR *if requested*.

For life threatening situations use common sense and all the personnel available. *Expect the worst.*

Administer necessary first aid or CPR to all seriously injured personnel.

**DO NOT OVER REACT AND CREATE A WORSE  
SITUATION. PROTECT EVERYONE FROM FURTHER  
HAZARDS.**

**Step 4**  
**Safety Checks (Facility)**  
**Safety Checks (Office)**



## FACILITY SAFETY CHECKS

IF AT ANY TIME IT IS DETERMINED TO BE UNSAFE TO PERFORM ALL OR PART OF THE FOLLOWING TASK **DO NOT ATTEMPT TO DO IT!** REMEMBER – YOUR PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA OR THE FACILITY IF NECESSARY (Please note Plant and Facility may be used interchangeably).

When performing facility safety checks the best qualified persons should be used. The following safety checks should be used as a reminder to check and secure equipment. It is not inclusive and close inspection and common sense need to prevail.

### Water Treatment Plants:

#### A) Chlorine (Sodium Hypochlorite) Storage Tank Area

1. Check for evidence of a sodium hypochlorite leak
  - Is there liquid leaking from the tank?
  - Is the tank secure?
2. If the answer is yes, evacuate the area and stabilize the tank by shutting off the pumps and closing all the valves on the tank, if it is safe to do so..
3. Clean the area after all other safety checks have been performed.

#### B) Electric Power Status

1. Is commercial electricity available or is the back-up generator running?
  - i. The back-up generator will power the following:
  - ii. Pumps, Screw Lifts, Chlorine Building, Control Building, and some Aerators
2. If the backup generator is operating, check the level of diesel fuel in the storage tank and arrange for a delivery if needed.
3. After all other safety checks have been performed call PG&E to check on commercial power availability 1 (800) 743-5000.

## **Wastewater Treatment Plants:**

### **A) Electric Power Status**

1. Is commercial electricity available or is the back-up generator running? The back-up generator will power the following:
  - i. Pumps, Screw Lifts, Chlorine Building, Control Building, and some Aerators
2. If the backup generator is operating, check the level of diesel fuel in the storage tank and arrange for a delivery if needed.
3. After all other safety checks have been performed call PG&E to check on commercial power availability 1 (800) 743-5000.

### **B) Headworks: Personal protective equipment**

1. Make a visual inspection of the pumps, including motors and reducers.
2. Perform an operational check on both headworks/screw lifts.
3. If the screw lifts are damaged beyond immediate repair install the 6" diesel pump at the lifts to temporarily operate the headworks.
4. Make a visual inspection of the grinder.
5. If the grinder is non-operational open the bypass to divert the influent around the grinder.

### **C) Aerators**

1. Check all aerators
  - i. Are they operational?
  - ii. Is each aerator anchored properly?
  - iii. De-energize the breakers of any unsafe aerator.

### **D) Levees and Ponds**

1. Walk or drive, as applicable, all levees and check for cracks or leaks in any levees or ponds (Coordinate with Reclamation District 800).

### **E) Lift Stations**

1. Check all lift stations on the SCADA computer system.
  - i. Are they operating properly?
  - ii. Are amps and levels normal?
  - iii. If power is out complete a manual inspection of all lift stations, using the best qualified person(s) available.
2. Make a visual inspection of any lift stations that are not functioning properly
3. Inspect any force mains suspected of failure.

## TOWN OF DISCOVERY BAY FACILITIES

All equipment, vehicles, grounds and facilities now existing within the present property boundaries of or being used to operate District's Treatment facilities located in Discovery Bay, CA at:

- A. Wastewater Treatment Plant #1 [REDACTED]
- B. Wastewater Treatment Plant #2 [REDACTED]
- C. Willow Lake Water Treatment Plant [REDACTED]
- D. Newport Water Treatment Plant [REDACTED]

All equipment, grounds and facilities now existing within the present property boundaries of pumping stations described as follows:

- a. Lift Station "A" – [REDACTED]
- b. Lift Station "C" – [REDACTED]
- c. Lift Station "D" – [REDACTED]
- d. Lift Station "E" – [REDACTED]
- e. Lift Station "F" – [REDACTED]
- f. Lift Station "G" – [REDACTED]
- g. Lift Station "H" – [REDACTED]
- h. Lift Station "J" – [REDACTED]
- i. Lift Station "R" – [REDACTED]
- j. Lift Station "S" – [REDACTED]
- k. Newport Lift Station – [REDACTED]
- l. Lakeshore Lift Station – [REDACTED]
- m. Lakes Lift Station – [REDACTED]
- n. Lakes 4 Lift Station – [REDACTED]
- o. Bixler Lift Station – [REDACTED]
- p. Golf Valve Station – [REDACTED]

All equipment, grounds and facilities now existing within the present property boundaries of the water wells described as follows:

- a. Well #1A [REDACTED]
- b. Well #2 [REDACTED]
- c. Well #4 [REDACTED]
- d. Well #5B [REDACTED]
- e. Well #6 [REDACTED]

## ALL GENERATORS AND ROLLING STOCK DESCRIBED AS FOLLOWS:

Vehicle ID #	Year	Make/Model	Horse Power	Fuel Type	Vin #	License #
101	1995	International F82 Truck w/Conveyor	N/A	Diesel		1169787
103	2006	Chevrolet HHR (Koehne)	N/A	Gas		1222287
104	2006	Chevy / Jomac Utility Truck	N/A	Diesel		1217613
105	2008	Ford / F250 (Goldsworthy)	N/A	Gas		1309388
106	2008	Chevy / Colorado PU (Abbaddie)	N/A	Gas		1319608
107	2008	Aquatech Combination Cleaner-Vac Truck	N/A	Diesel		1310628
108	2010	Ford / F150 - Long Bed (Rocha)	N/A	Gas		1358843
109	2011	Ford F-150 – Long Bed Extra Cab (Perez)	N/A	Gas		1380458
110	2012	Ford Escape SUV (Howard)	N/A	Gas		1396057
301	1999	Caterpillar Forklift GP30 K (6000-lb)	N/A	Propane		n/a
202	1999	Energy Generator 350KW (Well #5)	N/A	Diesel		SE481328
203	1999	Gorman Rupp Pump (Trash Pump)	30hp	Gas		1153697
204	2000	Mighty Mover Multiquip Generator 60KW #1	77hp	Diesel		1306775
205	2001	Whiteman Multiquip Generator 60KW #2	77hp	Diesel		1306759
302	2003	GEHL CTL-60 Track Loader	67hp	Diesel		n/a
206	2004	PJ Trailer Mfg. Dump Hauler	N/A	N/A		954074
207	2005	Forest River Emergency Utility Trailer	N/A	N/A		1167686
208	2005	Texas Bragg Landscape Utility Trailer	N/A	N/A		4GP7317
209	2005	Universal UTT460 Pressure Washer Trailer	13hp	Gas		954075
210	2005	Universal UTS000 Trash Pump Trailer	11hp	Gas		954076
211	2005	Cummins Multiquip Generator 150KW (Newport LS)	364hp	Diesel		1306758
212	2006	Hull Fuel Tank w/Trailer (Diesel Fuel only)	1/4hp	Electric		1306774
213	2006	Texas Bragg Equipment Trailer (16-ft)	N/A	N/A		954088
214	2006	Texas Bragg 6x10MC - Cal-Trak Trailer	N/A	N/A		1358832
215	2007	C&D Multi-Quip Generator 132KW @ Facility 1	N/A	Diesel		1306757
216	2008	Multiquip WhisperWatt 45 Ultra Silent	56.7hp	Diesel		1284819
N/A	2012	Gator Utility/XUV550 S4		Gas		N/A

# TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT OFFICE SAFETY CHECK

IF AT ANY TIME IT IS DETERMINED TO BE UNSAFE TO PERFORM ALL OR PART OF THE FOLLOWING TASKS **DO NOT ATTEMPT TO DO SO!** REMEMBER – PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA AND/OR YOUR WORKSTATION, IF NECESSARY.

When performing office safety checks the following should be used as a reminder to check and secure buildings and equipment. It is not inclusive and close inspection and common sense needs to prevail.

## Buildings

1. Are buildings safe to enter? Check for structural damage before entering buildings.
2. Inspect equipment and machinery for damage.  
Shut down any equipment or machinery that may be hazardous due to the disaster.
3. Is commercial electricity available?  
If not, notify PG&E.  
If yes, check alarm system status.
4. Check for natural gas leaks and turn off supply if necessary. Check for odor, visible broken lines, and/or excessive spinning meter dials.

## Surrounding Area

1. Inspect area for hazards
2. Inspect water lines for leaks.  
Shut off damaged water lines and schedule repairs.

**B. Specific Disasters  
And Responses – THREAT ASSESSMENTS**



# FIRE/EXPLOSION

KEEP CALM...REPORT ALL FIRES AND SMOKE

In the event of a fire, either a building or ground fire, the following steps should be taken:

## If you are on fire – STOP-DROP-ROLL

1. Call the Fire Department IMMEDIATELY, Dial 911. *Do not assume that District personnel can control the fire.* Fire Departments would rather respond to a fire that is extinguished than to get the call after the fire is out of control. Assign an employee to meet the Fire Department at the main entrance in order to direct them to the fire area.
2. Evacuate all personnel from affected buildings. Working away from the involved area, clear all areas of personnel and visitors.
3. If safe to do so, use facility fire extinguishers to extinguish or control the fire. The extinguishers on site are for wood/paper, liquids, and electrical fires. Do not use water on electrical, solvent, or chemical fires. Water can be used for building or grass/ground fires.
4. If a fire is in a "high risk" area such as a flammable storage area, if it is safe to do so, shut all doors and windows upon exiting the building and call 911. If there is a grass fire an immediate danger is smoke inhalation. Call 911. Re-entry onto the property will not be permitted until it is declared safe to do so by the local fire/law enforcement officials.

There are several areas throughout the facility and office that have an increased threat level for explosion. These are flammable storage areas, and diesel/gas storage tanks. In the event of any type of explosion the following steps should be followed:

1. Call the Fire Department IMMEDIATELY, **CALL 911.**
2. Evacuate the immediate area.
3. Rendezvous at the main office or shop and perform the standard headcount procedure to determine if any personnel are missing. Begin search and rescue if safely possible.
4. When calling the Fire Department give them as much information as possible. The following should be included:
  - a. Fire Location.
  - b. Fire and/or explosion type:
    - i. Building involved
    - ii. Chemical Storage
    - iii. Flammable storage area
    - iv. Any known toxics released (Chlorine)

# HAZMAT OPERATIONS PLAN

In the event of a Hazardous Materials breach, spill or accident involving the release of Hazardous Materials, immediately call 911.

East Contra Costa County Fire Protection District and Contra Costa County HazMat will respond and provide immediate control of the incident.

## **24-hour hotline number for HazMat emergencies only: (925) 335-3232**

Do not attempt to resolve the situation – Hazardous Materials are extremely dangerous and can cause life threatening conditions and can be extremely flammable.

If you are in the immediate vicinity of a hazardous materials incident, immediately “Shelter In Place” and wait for further direction from First Responders.. **Immediately call 911.** DO NOT assume someone else has already contacted emergency first responders.

1. Immediately shelter in place.
2. IMMEDIATELY, **CALL 911.**
3. When calling 911, provide as much information as possible. The following should be included:
  - a. Location of Incident.
  - b. Type of Incident, if known (accident involving vehicle carrying hazardous materials, chlorine leak, etc.):
  - c. Chemical Storage
  - d. Flammable storage area
  - e. Any known toxics released (Chlorine)

## EARTHQUAKE OPERATIONS PLAN

Town of Discovery Bay and adjacent communities have many earthquake faults throughout the area, such as the Concord Greenbelt Fault. This means that there is a potential for an earthquake at any time. The degree of seriousness of any earthquake is unpredictable; therefore everyone should be aware of the correct response in order to reduce the risk of injuries.

The following steps should be taken in the event of a **noticeable** earthquake (observable movement of building and/or grounds):

1. During the shaking:
  - a. If you are already inside a building – DO NOT go outside the building unless the building itself poses a dangerous situation.
  - b. DUCK – COVER – HOLD!
  - c. GET UNDER a sturdy desk or table. Stay near the center of the building, away from glass doors and windows. STAY THERE UNTIL THE SHAKING STOPS ENTIRELY.  
**If you are already outside** – Stay away from trees, poles, electrical wires, and other potential dangers. A wide open area free from overhead obstructions is most desirable.
    - i. Watch for falling debris – most casualties during a quake result from falling materials.
    - ii. Watch for downed or exposed electrical lines – assume all electrical lines are **HOT** and avoid them.
    - iii. Watch for trip hazards, chemical spills or other hazardous situations and avoid them. Go to another area or go to an outside area that is barren of buildings, chemicals, electrical lines, etc.
2. After the shaking:
  - a. Rendezvous at your work station (or outside of facility) and follow the step procedures in the Disaster Response Plan.
3. Note:
  - a. After shocks are common and can be as dangerous as the initial earthquake. STAY OUT of weakened structures – if the designated emergency station appears structurally unsound, the emergency coordinator should have an alternate building inspected and set up as the Emergency Operations Center.

## FLOOD/DAM/LEVEE FAILURE

In the event of a major flood, levee failure or breach of the Los Vaqueros Dam, the following are the immediate concerns and the steps to be taken:

**MOVE TO HIGH GROUND.** The highest natural point in Discovery Bay is the parking lot outside of the Discovery Bay Marina adjacent to the Boardwalk Grill Restaurant. The roof of Discovery Bay Elementary School is also of an elevation that could provide brief, short-term emergency relief until first responders arrive to manage the emergency.

1. Major Equipment Submersion
  - a. If flood levels increase that major equipment, especially motors and other electrical components may become submerged and become damaged, begin sandbagging and/or using auxiliary pumps to prevent damage.
  - b. If any motors, electrical outlets, etc. are already submerged ASSUME THAT THE AFFECTED AREA IS HOT (Electricity is still serving the components). Shut off all affected equipment at the MAIN BREAKERS AND LOCK OUT!
  - c. Check the flooded area for electrical hazards – enter the area wearing rubber boots *only* after checking for all possible electrical hazards.
2. Chemical / Fuel Storage Areas
  - a. Most storage areas in the facility would not be affected by flooded conditions as they are stored in above ground water tight tanks and/or containers.
  - b. In the event that the facility becomes flooded and chemicals are on the floor wear protective gear (boots and rubber gloves) as many of the concentrated acids and caustics are clear liquids and could be mistaken for water.
3. Pumping Stations
  - a. If a pumping station becomes flooded due to high wet weather flows, the major concern is to reduce unsafe conditions caused by raw sewage spills and overflows.

Put all available pumps on hand/full speed.

If possible bring in auxiliary pumps.

Notify:

- i. State Water Quality Control Board – Raw Sewage Spills (707) 576-2220
- ii. Fish and Game Dept. – Raw sewage entering any body of water 1 (800) 852-7550

## **HIGH WINDS/SEVERE WEATHER**

In the event of high winds and or severe weather situations, stay indoors and monitor weather reports.

In the event of power failure, backup generators will activate and operate critical facilities. It may be necessary to roll out portable generators to facilities requiring power (such as lift stations).

If power lines are down – STAY AWAY. Call 911, and report immediately to PG&E. Assume no one has made that call.

During thunderstorm activity, the safest place to be is in a building away from windows and metal objects. Do not use land lines during this time as lightning may cause injury through wired phone lines.

If you are driving during heavy thunderstorm conditions, stay in your vehicle. Do not attempt to cross roadways that appear to be flooded.

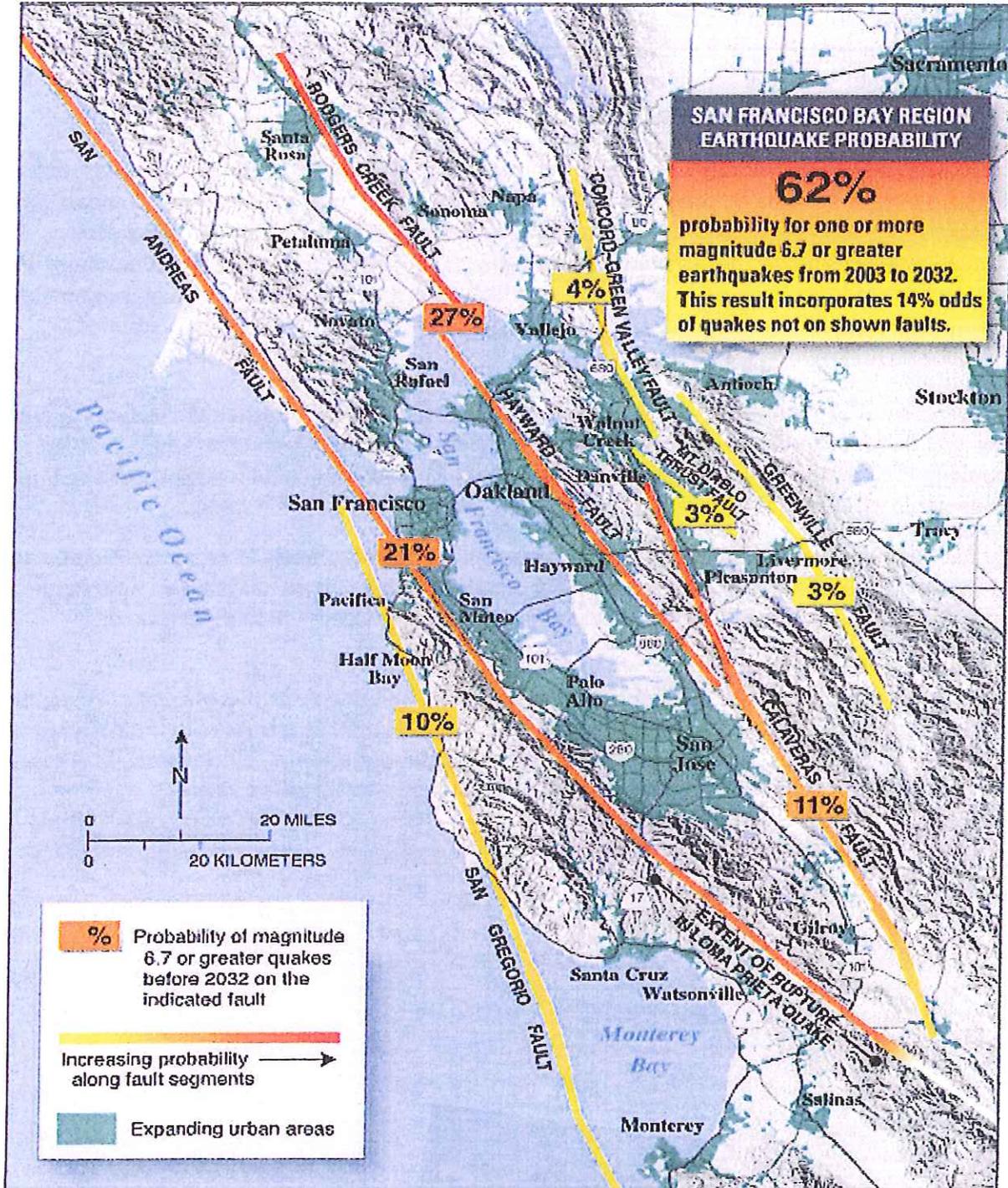
If directed to do so, assist First Responders as necessary.

Situations of heavy rain may burden the community's storm drain system. Contact the County Office of Emergency Services at 911 or by calling (925) 646-4461.

## C. Appendix



# CONTRA COSTA OPERATIONAL AREA - EMERGENCY OPERATIONS PLAN





**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2012-22**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT, CALIFORNIA,  
ADOPTING THE TOWN OF DISCOVERY BAY EMERGENCY OPERATIONS PLAN**

WHEREAS, While natural and manmade disasters are not common, it is necessary to plan and anticipate for future emergency events; and

WHEREAS, Town of Discovery Bay Community Services District has developed an Emergency Operations Plan that provides direction to staff as to their roles and responsibilities in the event of a disaster; and

WHEREAS, it is necessary to be compliant with both the State of California Office of Emergency Services as well as the Federal Emergency Management Agency, it is necessary to have an adopted Emergency Operations Plan that follows the Standardized Emergency Management System (SEMS) program.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Town of Discovery Bay Community Services District Emergency Operations Plan is hereby adopted.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 5<sup>th</sup> DAY OF SEPTEMBER 2012.

\_\_\_\_\_  
V. Chris Steele  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on September 5, 2012, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

September 5, 2012

**Prepared By:** Fairin Perez, Parks and Landscape Manager  
**Submitted By:** Rick Howard, General Manager

### Agenda Title

Award of Contract to Gates & Associates for design services relating to Cornell Park Capital Improvement Projects for the FY 2012/13

### Recommended Action

Accept Proposal and direct General Manager to execute contract with Gates & Associates in the amount of \$35,490.00 plus reimbursables, with an amount not to exceed \$40,000.00, for design services related to the Cornell Park approved Capital Improvement Projects for FY 2012/13

### Executive Summary

The Town of Discovery Bay Community Services District (District) Board of Directors approved several Capital Improvement Projects associated with the FY 2012/13 Operating & Capital Improvement Program Budget for Discovery Bay Landscape and Lighting Zone #8. Those projects include replacing existing park and pathway lighting with solar lights; constructing new pickle ball sport courts; and initiate design concepts for the possible addition of a splash pad in 2013-14.

District Staff requested a combined proposal for Landscape Architect, Civil and Structural Engineering services for all projects listed above. The District received two (2) proposals from qualified firms on August 30, 2012. Both proposals were consistent with the RFP. The attached spreadsheet summarizes the costs associated with each proposal; breaking down the separate services (required) and those which were requested as alternates. The District has had successful relationships with both firms, as each has performed multiple projects for the District. After a thorough review, staff believes the proposals are accurate and that they both met the requirements as identified in the RFP. Staff does recommend, however that the proposal from Gates & Associates be awarded.

The proposal from Gates & Associates includes a whole park survey. This survey was not initially part of budgeted professional services for these projects. Discussions during the proposal process, and the lack of historical documentation for Cornell Park led to the request and desire to have an accurate base plan for all current and future Landscape Architectural services. Having a complete survey of Cornell Park will benefit staff with an updated, complete, and detailed overview of the park and its many amenities. The topographical survey will include all hardscape (restrooms, play area/play structure, basketball courts, sidewalks, light poles) drain inlets, tree locations and size, utilities, boxes, etc. This information is very important to have for accurate design improvements (both current and future). Staff highly recommends that the Board approve the inclusion of the Park Survey and required subsequent fund transfer of \$8,500.00 (\$7,830 survey + reimbursables) from reserves.

The total proposal amount and contract value for the Cornell Park design package for which staff requests approval is \$35,490.00. This fee includes the Park Survey; Pickle Ball Sport Court (Construction Documents, Engineering & Construction Administration); Solar Lights (Construction Documents, Engineering); and the Splash Pad Conceptual Design package. The Splash Pad package will only provide the preliminary design necessary to conduct community meetings on the project. This amount excludes reimbursable and construction administration costs for the Solar Lighting project.

Staff recommends that the Board accept the proposal from Gates & Associates and direct the General Manager to execute a contract for professional services related to the FY 2012/13 Capital Improvement Program at Cornell Park in the amount of \$35,490 (plus reimbursables), for a Not to Exceed amount of \$40,000.

Continued...

**Fiscal Impact:**

**Amount Requested - NTE \$40,000 (\$35,490 + Reimbursables)**

**Sufficient Budgeted Funds Available?: YES/NO Request includes approval of \$8500 from Reserves to cover Park Survey**

**Zone # Category: 8 / 4834**

**Previous Relevant Board Actions for This Item**

Approval of 2012/13 FY Operations and Capital Improvement Budget, DB L&L #8, June 20, 2012

**Attachments**

Proposal Summary, Cornell Park Capital Improvement Design Packages, Dated 8/30/2012

Proposal, Gates & Associates, Dated 8/30/2012

Proposal, Bruce Jett & Associates, Dated 8/30/2012

**AGENDA ITEM: G-1**



**2012 / 2013 Cornell Park Capital Improvements  
RFP - Design Packages  
Proposal Summary**

	Date received	Bid Item #1 Survey Entire Park	Bid Item #2 Pickle Ball Courts Construction Documents	Bid Item #3 Pickle Ball Engineering Costs	Bid Item #4 ALTERNATE Pickle Ball Construction Administration	Bid Item #5 Solar Light Construction Documents	Bid Item #6 Solar Lights Engineering Costs	Bid Item #7 ALTERNATE Solar Light Construction Administration	Splash Pad Conceptual Design & Community Meeting	Total Bid Amount W/OUT Construction Admin. *	Total Bid Amount W/ CA on Pickle Ball Only *	Total Bid Amount *
Gates & Associates	8/30/2012	\$7,830.00	\$10,020.00	\$3,410.00	\$2,640.00	\$7,140.00	\$880.00	\$2,400.00	\$4,800.00	\$32,982.00	\$35,490.00	\$37,890.00
Bruce Jett & Associates	8/30/2012	\$7,832.00	\$17,000.00	\$3,410.00	\$2,010.00	\$4,260.00	\$880.00	N/A	\$4,618.00	\$38,000.00	\$40,010.00	\$40,010.00

Proposal due date: August 30, 2012  
Summarized on: August 30, 2012

Fairin Perez, Parks & Landscape Manager

\* Total bid amount for Gates & Associates reflects 5% discount for startup meetings to occur concurrently. This calculated in and not shown on Bid Item price. Discount excludes Sub Consultant work.

**ALL PROPOSALS DO NOT INCLUDE REIMBURSABLES; WHICH WILL BE BILLED SEPARATELY.**



August 30, 2012

Fairin Perez  
Town of Discovery Bay  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear Ms. Perez,

Thank you for the opportunity to submit the following proposal for landscape architectural services for Cornell Park. Per email sent on August 21, 2012, we have broken up our proposal into 4 separate packages – Park Survey, Pickle Ball Courts, Solar Lighting Plan, and Splash Pad Conceptual Plan/Community Meeting.

Of note, if the client meeting for the Pickle Ball Courts and Solar Lighting Plan are held concurrently, Gates will reduce our Scope of work, for each respective package, by 5%. This excludes that amount outlined by the Civil (BKF).

Thank you again for considering Gates for this project. I know both Linda Gates and I are looking forward to the possibility of working on this project with you and the Town of Discovery Bay.

Please call me with any questions you have. If the attached workscope is acceptable, please sign a copy of this letter and return to us for our files.

Sincerely,

Jennie Suen  
Associate Landscape Architect

## SCOPE OF SERVICES

This agreement is made as of August 30th by and between **Gates + Associates**, (GATES) [California License No. 1550], a California corporation, and **Town of Discovery Bay** (Client).

As provided in this Agreement, GATES will provide landscape architectural services for the following project (the "Project"):

### **Cornell Park Improvements:**

- A) **Cornell Park Survey** : Provide topographic survey of full park. Survey to include all hardscape (restrooms, play area/play structure, basketball court, sidewalks, light pole footings, etc), drain inlets, tree locations and size, utilities, boxes, etc. To be used for proposed and future projects in Cornell Park.
- B) **Pickle Ball Courts** : Provide Construction Documents for installation of two (2) new pickle ball courts. Scope of work to include review and minor upgrades to existing north restroom for ADA compliancy, new ramp at north parking with associated restriping of parking lot, and ADA accessibility from Pickle Ball courts to north parking lot and north restroom.
- C) **Solar Lighting:** Provide Construction Documents for installation of new solar powered lighting for Cornell Park.
- D) **Splash Pad Conceptual Plan / Community Meeting:**  
Provide one (1) Conceptual Plan Presentation Board for installation of Splash Pad at Cornell Park. Provide additional graphic boards discussing relationship to residences and street of Splash Pad, materials and products, etc. for use during a District Community Meeting.

## I. BASIC SERVICES

### A. SURVEY WORK

Survey existing park and parking lot to street and residential property edge. Survey to include grades, site layout, site amenities and existing utilities for use as a CAD base for construction documents. Coordination with survey consultant.

### B. PICKLE BALL COURTS

#### 1. Construction Documents

- a. Attendance at one meeting with the Client to discuss construction cost and design objectives to be shown in the construction documents.

- b. Site Visit to evaluate ADA compliance for restroom, parking lot, irrigation POC, etc.
- c. Preparation of construction documents (50%/90%/100%) for landscape architectural site improvements including:
  - i. Demolition Plan for Pickle Ball Court location.
  - ii. Park Layout plans for landscaped and hardscaped areas
  - iii. Landscape fine grading and surface drainage (does not include parking areas, modification to existing storm drain system, or compliance with C3).
  - iv. Parking lot restriping plan, including ramp and handicap signage.
  - v. Planting plans and details
  - vi. Minor ADA Upgrade for North Restroom
  - vii. Landscape irrigation and details. Newly installed system to work with existing irrigation system.
  - viii. Landscape construction items including Pickle Ball Court, site, furniture, fence and fence footing, and concrete paving.
- d. Calculation of water budget requirements is not a part of this contract.
- e. Technical specifications for site furnishing, earthwork, striping, concrete, planting and irrigation using the standard C.S.I. format.
- f. Preparation of Opinion of Probable Construction Cost based at each submittal.
- g. Day-to-day coordination with District and other consultants as required.
- h. Preparation of revisions to the Construction Documents based on District comments on 50% and 90% Submitted Construction Documents set.

**PRODUCTS:**

50% Construction Document Set

90% Construction Document Set

100% Final Construction Document Set

**MEETINGS:**

District Staff -- 1

- 2. Assistance During Bid Process
  - a. Assistance to the Client during the bid process is not a part of the scope of services of this agreement. Any assistance during the bid process requested by the Client shall be billed as Additional Services.

3. ALTERNATE - Construction Administration

- a. Respond to RFP's, review of submittals, preparation and review of change orders and coordination with Contractor.
- b. A representative of GATES shall make three (3) visits to the site (4 hours each – 2 Construction Observations/1 Punch) during and at the completion of construction to ascertain if the landscape work is generally proceeding in conformance with the drawings and specifications. On the basis of such on-site observations, as landscape architect, GATES shall keep the Owner informed of the progress and quality of the work. Additional construction observation requested by the Client shall be billed as additional services.

C. SOLAR LIGHTING INSTALLATION

1. Construction Documents

- a. Attendance at one meeting with the Client to discuss construction cost, and design objectives to be shown in the construction documents.
- b. Preparation of construction documents (50%/100%) for landscape architectural site improvements including:
  - i. Demolition Plan for existing lighting on site.
  - ii. Landscape Layout Lighting Plan - location and fixture identification. Photometrics by manufacturer.
  - iii. Planting repair plans and details
  - iv. Landscape irrigation repair and details. Irrigation will be strictly handled through notes that outline how contractor is to tie/modify into existing irrigation according to placement of solar lighting.
  - v. Construction items such as lighting pole footing details – Per Civil engineer
  - vi. No Landscape fine grading and surface drainage modification is included.
- c. Calculation of water budget requirements is not a part of this contract.
- d. Technical specifications for site furnishing, concrete, planting and irrigation using the standard C.S.I. format.
- e. Preparation of Opinion of Probable Construction Cost at each submittal.
- f. Day-to-day coordination with District and other consultants as required.

- g. Preparation of revisions to the Construction Documents based on District comments on 50% Submitted Construction Documents set.

PRODUCTS:

50% Construction Document Set

100% Final Construction Document Set

MEETINGS:

District Staff -- 1

- 2. Assistance During Bid Process
  - a. Assistance to the Client during the bid process is not a part of the scope of services of this agreement. Any assistance during the bid process requested by the Client shall be billed as Additional Services.
- 3. ALTERNATE - Construction Administration
  - a. Respond to RFI's, review of submittals, preparation and review of change orders. Preparation of clarifications drawings, coordination with Contractor.
  - b. A representative of GATES shall make three (3) visits to the site (4 hours each – 2 Construction Observations/1 Punch) during and at the completion of construction to ascertain if the landscape work is generally proceeding in conformance with the drawings and specifications. On the basis of such on-site observations, as landscape architect, GATES shall keep the Owner informed of the progress and quality of the work. Additional construction observation requested by the Client shall be billed as additional services.

D. SPLASH PAD CONCEPT PLAN - COMMUNITY MEETING

- 1. Schematic Design
  - a. Attendance at one meeting with the Client to discuss design and potential construction cost.
  - b. Site visit to document relationship to adjacent properties and street.
  - c. Preparation of one (1) graphically rendered Schematic Design for Splash Pad and additional supportive exhibits for District Community Meeting. Includes single revision to exhibits per Town review.
  - d. Presentation at Community Meeting

**PRODUCTS:**

Schematic Plan Design Board

Materials Board

Neighbor/Street Sections or Photomontage

**MEETINGS:**

District Staff -- 1

District Community Meeting -- 1

**E. MEETINGS**

1. Attendance at the following meetings is included in the total scope of work. This proposal assumes that each meeting is a maximum of four (4) hours.
  - a. Three (3) meeting with client
  - b. One (1) community meeting
  
2. If client meetings overlap together for Pickle Ball Courts and Solar Lighting, Compensation for Services will be reduced by 5% for each respective Gate's Scope cost - Pickle Ball courts and Solar Lighting work. This excludes the portion provided by Civil - BKF.

**ALTERNATE Construction Administration**

- a. Six (6) Site Visits (3 for Pickle Ball Courts/3 for Solar Lighting)
  
3. Additional meetings are not in the scope of this proposal and would be billed at the hourly rates described in Item IV.

**II. ADDITIONAL CONDITIONS**

- A. Client shall provide all existing information necessary for the completion basic services as described in this letter of agreement.
  
- B. Upon written request, and within a reasonable amount of time, Client shall execute and deliver, or cause to be executed and delivered, such additional instruments, documents, approvals, governmental fees, and charges which are necessary to perform the terms of the agreement.
  
- C. The work described in Item I, sub section B and C shall be performed as a separate set of bid packages. Splitting the project sub section's into more than one phase of construction or more than one project may require an increase in the fee shown in Item IV.

- D. Opinions of Probable Construction Cost prepared by GATES are approximate only and do not take into account future market conditions or contractor's bidding methods. GATES has no control over costs of labor, materials or equipment and GATES estimates cannot be guaranteed.
- E. GATES is not responsible for means, methods, sequences, techniques and procedures of construction or for safety precautions associated with construction.
- F. GATES is not responsible for control or supervision of construction, errors and omissions of the construction contractor, schedule or timing of construction, or the contractor's conformance with contract documents.
- G. Regarding the storm drainage, GATES shall show surface finish grades and drain to existing area drains. All underground piping, invert elevations and connections to the storm sewer system are not a part of this contract. GATES will endeavor to coordinate the surface grading and drainage work with the work of the project Civil Engineer as part of this contract.

### III. COMPENSATION FOR SERVICES

A.	The fee for the services indicated in Item I of this proposal shall be:	
A.	Survey Work	\$_____7,830_
B.	Pickle Ball Courts	
	Gates	\$_____10,020_
	BKF	\$_____3,410_
	ALTERNATE	\$_____2,640_
	Construction Administration	
C.	Solar Lighting	
	Gates	\$_____7,140_
	BKF	\$_____880_
	ALTERNATE	\$_____2,400_
	Construction Administration	
D.	Splash Pad Community Meeting	\$_____4,800_
		<u>PROPOSAL FEE</u>
		<u>ALTERNATE</u>
	TOTAL	\$_____34,080_
		+ reimbursables
		\$_____5,040_
		+ reimbursables

B. For billing procedures, see Appendix A.

#### IV. ADDITIONAL SERVICES

A. Any extra services, including additional work or meetings, requested by the Client in addition to those indicated in this proposal shall be billed at the hourly rate listed below in addition to the fee indicated in Item III above.

Hourly Fees for Services of:	Rate Per Hour:
Partner	\$155.00 - \$185.00
Principal	\$145.00 - \$155.00
Senior Associate	\$100.00 - \$135.00
Associate	\$80.00 - \$115.00
Irrigation Designer	\$120.00
Visual Communications Designer	\$115.00
Administrative/Drafter	\$80.00 - \$95.00

Note: The hourly rates shown may be revised as described in Appendix A, but would not affect the amount of compensation shown in Item III.

B. Additional services shall include but are not limited to the following:

1. Revisions to the design following commencement of the Construction Documents Phase.
2. Additional meetings to those described above.
3. Preparation of front end (boilerplate) non-technical specifications.
4. Preparation of construction documents for any work related to fountain or sculpture.
5. Horticultural consulting and soils analysis.

Accepted by:

\_\_\_\_\_ Date: \_\_\_\_\_

Fairin Perez  
Township of Discovery Bay

**APPENDIX A**  
**TERMS AND CONDITIONS OF AGREEMENT BETWEEN CLIENT**  
**AND DAVID L. GATES AND ASSOCIATES, INCORPORATED**

The following additional terms and conditions are appended to, and part of, the Agreement for professional services between Gates + Associates, Inc., (GATES) [California License No. 1550], a California corporation, and Township of Discovery Bay (Client), dated August 30<sup>th</sup>, 2012.

1. GATES will provide the Scope of Services as described. GATES agrees to perform the services set forth in this agreement, and Client agrees to pay for said services on the terms set forth in this agreement.
2. Additional Services not set forth in the Scope of Services include, but are not limited to, changes in the scope or detail of the work made at the request of Client; services made necessary by unforeseen conditions not disclosed to GATES at the time of entering into this agreement; and any other service performed by GATES not reasonably within the scope of the services envisioned at the time of entering into this agreement. All additions to the scope of work shall be in writing, and executed by the Client.
3. GATES's Fees shall be as described in the Scope of Services, plus Expenses. Expenses of consultants and other direct expenses shall be paid by the Client in the amount invoiced to GATES's plus ten percent (10%) for handling and indirect costs. These may include, but are not limited to irrigation consultants, printing and reproduction costs, mileage and travel costs, and other miscellaneous expenses.
4. Additional Services, requested and authorized by the Client, shall be paid on an hourly basis at the current standard scheduled rates below. GATES's hourly rate schedule may be adjusted on January 1 and July 1 of each year and shall apply for any services rendered after that date.

Hourly Fees for Services of:	Rate Per Hour:
Partner	\$155.00 - \$185.00
Principal	\$145.00 - \$155.00
Senior Associate	\$100.00 - \$135.00
Associate	\$80.00 - \$115.00
Irrigation Designer	\$120.00
Visual Communications Designer	\$115.00
Administrative/Drafter	\$80.00 - \$95.00

5. Invoices for Services and Reimbursables shall be provided by GATES each month and are payable upon receipt. You agree to review the invoice and ask any questions of GATES within ten (10) days of receipt. If we do not hear from you, the invoice shall be deemed proper and acceptable. If your balance is not paid within thirty (30) days from receipt, the unpaid balance will accrue interest at ten percent (10%) per annum compounded daily until paid in full.
6. GATES reserves the right to suspend work in the event invoices are past due. GATES may recommence work when full payment is received, including collection costs, attorney fees, and other costs, or other satisfactory arrangements are made with the Client. If a delinquency by Client occurs and GATES chooses not to suspend work, no waiver or estoppel shall be implied or inferred. Client agrees and understands that if GATES decides to so suspend its work, GATES shall not be liable for any costs

or damages, including but not limited to delay and consequential damages, to the Owner, Client, or any other third party, that may arise from or be related to such a work suspension. Client agrees to hold GATES harmless from and completely indemnify GATES from and against any and all damages, costs, attorney's fees, and/or other expenses which GATES may incur as a result of any claim by any person or entity arising out of such a suspension of work.

7. If any litigation, arbitration, or other legal action arising out of this contract ensues, the prevailing party shall be entitled to, without limitation, reasonable attorney's fees, collection expenses, expert fees, and costs.
8. This Agreement may be terminated by either Client or GATES by giving written notice at least thirty (30) days prior to the date of termination. In the event of such termination, Client shall pay GATES for Services and Reimbursable Expenses performed or incurred prior to the termination date, plus all costs and expenses directly attributable to such termination for which GATES is not otherwise compensated.
9. Plans, drawings and specifications or other writings or documents prepared or provided by GATES hereunder are prepared for specific use by the Client on this Project only. Client agrees not to use the whole or part of said plans, drawings, and specifications or other writings or documents prepared or provided by GATES for other projects or extensions to the Project or any other purpose without the express written consent of GATES. GATES shall provide Client with a reproducible set of drawings and specifications for its records. Client further agrees to hold GATES harmless from and indemnify GATES from and against any and all damages, losses, costs, and/or expenses, including attorney's fees, which GATES may incur as a result of a claim by any party or entity, arising out of an unauthorized use of said plans, drawings, specifications, and/or documents.
10. Client agrees that GATES's liability for negligence to Client shall be limited to the amount paid by Client hereunder for GATES's fees for Basic Services and Additional Services.
11. This Agreement represents the entire Agreement between Client and GATES. This Agreement may be amended only by a writing signed by both Client and GATES.
12. This contract shall be governed by the laws of the State of California and shall be deemed to have been entered into in San Ramon, California, regardless of where it is physically executed. If suit or arbitration is filed to enforce this contract, the parties consent to personal jurisdiction in the courts of Contra Costa County, State of California, and waive the right to have the suit brought in, tried in, or removed to any other judicial jurisdiction.



**Bruce Jett Associates**  
LANDSCAPE ARCHITECTS

2470 Mariner Square Loop  
Alameda, CA 94501  
510.523.0998  
Fax 510.523.0992

## **PROPOSAL FOR LANDSCAPE ARCHITECTURE SERVICES**

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**DATE:** August 30, 2012

**TO:** Fairin Perez  
Landscape Parks & Landscape Manager  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94505

**PROJECT:** Cornell Park Improvements

**CLIENT:** Town of Discovery Bay CSD

### **SCOPE OF WORK**

Bruce Jett Associates, Inc. (BJA) is pleased to submit our Proposal for Professional Services to prepare design and construction documents for the Cornell Park Improvements project as outlined below. In accordance with Request for Proposals dated August 21, 2012, the scope of work will include the following three separate design packages (please see Exhibit 'A'):

1. Pickle Ball Courts to include designs for 2 new pickle ball courts, modifications to the existing parking lot and adjacent sidewalk to comply with ADA accessibility requirements and modifications to the existing bathroom to comply with ADA requirements for public restroom facilities.
2. Solar Lighting Improvements to include selection, layout and footing design for approximately 18 new solar light fixtures located throughout the park.
3. Splash Pad Conceptual Drawings to include illustrative plans, elevations and/or perspective renderings for a proposed splash pad water play system to be presented to TODB District and Community representatives.

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### **SCOPE OF SERVICES**

The following outlines services and deliverables for each separate design package. All work will be in conformance with TODB, ADA and County of Contra Costa standards and shall meet or exceed the Town's highest expectations for professional Landscape Architecture design services.

1. **Pickle Ball Courts**
  - a. Site Visit and Budget Discussions
    - i. Review available design drawings and visit site to verify existing conditions and understand general constructability issues
    - ii. Prepare diagrammatic pickle ball court layout plans and proposed budget

- iii. Prepare for and attend one meeting with TODB representatives to review and discuss proposed improvements and budget
- b. 50%, 90%, and 100% construction documents to include:
  - i. Cover Sheet with legends and general notes
  - ii. Demolition, Removals and Tree Protection Plan
  - iii. Construction Layout Plans fixing and locating proposed improvements with horizontal dimensions, detail call outs, notes and references
  - iv. Collaboration with BKF Civil Engineers to prepare Grading and Drainage Plans identifying vertical relationships with existing and proposed spot elevations, contours, location of drainage structures, piping and connections to existing storm drain system(Please see Attachment 'A')
  - v. Construction Details for pavements, curb ramps, fences, drainage structures and related elements
  - vi. Turf replacement and repair plans
  - vii. Irrigation Plans and details to be provided by Russell D. Mitchell Associates (Please see Attachment 'B')
  - viii. Bathroom modifications to be shown in plan and elevation identifying work requirements to adjust fixtures, handrails and partitions for compliance with ADA requirements
  - ix. Written specifications
  - x. Coordination with TODB representatives to submit 90% drawings and specifications for County of Contra Costa Building Department review and comment
  - xi. Based upon County plan check comment, revise drawings and coordinate with TODB representatives to submit 100% construction drawings and specifications for County of Contra Costa Building Department final approval and issue for bidding and construction
- c. Construction Administration Services to include three site visits to review work in progress for compliance with contract documents (2 site visits) and prepare initial Punch List (1 site visit), provide responses to contractor Requests for Information in written and drawn formats, review and comment on submittals, and review of shop drawings if required.
- d. Topographic survey of the entire Cornell Park Site to be provided by BKF Civil Engineers (please see Attachment 'A')
- e. Structural engineering calculations and details for fence post footings to be provided by BKF Civil Engineers (please see Attachment 'A')

## **2. Solar Lighting Improvements**

- a. Site Visit and Budget Discussions:
  - i. Prepare diagrammatic fixtures locations and preliminary budget
  - ii. Prepare for and attend meeting with Town of Discovery Bay to review and discuss proposed improvements and budget
- b. Prepare 90% and 100% Construction Documents to include:
  - i. Cover Sheet with legends and general notes
  - ii. Demolition and Removals Plan (may be included in Construction Layout Plan)
  - iii. Construction Layout Plans fixing and locating proposed improvements with horizontal dimensions, detail call outs, notes and references
  - iv. Construction Details for light pole installation
  - v. Written specifications
  - vi. Coordination with TODB representatives to submit 90% drawings and specifications for County of Contra Costa Building Department review and comment

- vii. Based upon County plan check comment, revise drawings and coordinate with TODB representatives to submit 100% construction drawings and specifications for County of Contra Costa Building Department final approval and issue for bidding and construction
- c. Structural engineering for light pole footings to be provided by BKF Civil Engineers (please see Attachment 'A')

**3. Splash Pad Conceptual Drawings**

- a. Site Visit and Budget Discussions
  - i. Prepare diagrammatic fixtures locations and preliminary budget
  - ii. Prepare for and attend meeting with Town of Discovery Bay to review and discuss proposed improvements.
- b. Prepare Draft Illustrative Concept Plans, sections section/elevations and/or wire frame perspective drawings illustrating proposed improvements for presentation to TODB for review and comment
- c. Based upon TODB comments, prepare final color rendered Concept Plan, section/elevations and/or color rendered perspective drawings illustrating proposed improvements for presentation to community representatives. Plans will delineate extent of improvements, dimensioned proximity to neighbors, pathway connections and relationships to existing park improvements.
- d. Prepare for and attend one presentation to TODB residents

**FEES AND EXPENSES**

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The above services will be provided on a Fixed Fee basis as follows:

**Pickle Ball Courts**

Site Visit and Budget Discussions	\$ 900
Construction Documents	\$13,900
Construction Administration Services	\$ 2,010
Site Survey, Structural and Civil Engineering Services	\$11,242
Irrigation Sub-consultant	<u>\$ 2,200</u>
Sub-Total Fees	\$30,342
Reimbursable Expenses	
Printing, plotting, delivery and related expenses, including Sub-consultant reimbursable expenses	\$ 1,500
<b>Total Pickle Ball Courts</b>	<b>\$31,842</b>

**Solar Lighting**

Site Visit and Budget Discussions	\$ 900
Construction Documents	\$ 3,360
Light Pole Footing Details and Structural Calculations	<u>\$ 880</u>
Sub-Total Fees	\$ 5,140
Reimbursable Expenses	
Printing, plotting, delivery and related expenses, including Sub-consultant reimbursable expenses	\$ 700
<b>Total Solar Lighting</b>	<b>\$ 5,840</b>

**Splash Pad Conceptual Drawings**

Site Visit and Budget Discussions	\$ 878
Color rendered plans, sections and perspective drawings	\$ 3,070
Attend one, two hour presentation, including travel time	<u>\$ 670</u>
Sub-total Fees	\$ 4,618

Reimbursable Expenses	
Printing, plotting, delivery and related expenses	\$ 500

**Total Solar Lighting** **\$ 5,118**

**Total Fees** **\$42,800**

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**EXCLUSIONS TO THE SCOPE OF WORK**

Services not included in the above Scope of Work and fees are outlined below. Some services not performed by BJA may be contracted through them. Fees for additional services to be provided by BJA may be negotiated on a task-by-task basis or at hourly rates stated in the attached Schedule of Hourly Rates.

1. Additional drawings or revisions to drawings due to changes related to found conditions, unknown conditions, or caused by changes due to the work of others.
2. Additional construction related services due to contractor changes, value engineering during construction, or non-compliant work by contractors.
3. Additional submittals for Building Permits.
4. Modifications or revisions to drawings once the TODB has approved them.
5. County building permit submittals and processing to be by TODB.
6. Plumbing design, calculations and engineering for bathroom fixture upgrades

---

**ESTIMATED WORK SCHEDULE**

BJA has reviewed our current workload and projected schedule and is available to commence work upon notification to proceed. BJA will meet all project milestones and deadlines, depending upon coordination of work by others, TODB review of drawings, and receipt of products to be furnished by other professionals.

Feel free to contact me anytime to discuss this Proposal, or if any of the above needs further clarification.

Sincerely,  
BRUCE JETT ASSOCIATES, INC.



Bruce B. Jett, Principal  
CRLA #3335

**SCHEDULE OF HOURLY RATES AND EXPENSES**

Hourly rates will be billed as follows in accordance with the above Scope of Work and Fees. Due to current economic conditions, fees outlined below reflect a 10% reduction in standard BJA hourly rates:

Principal	\$160.00
Senior Landscape Architect / Project Manager	\$110.00 - 125.00
Senior Landscape Designer	\$90.00 – 95.00
Landscape Designer	\$75.00 – 85.00
Clerical	\$55.00

**EXPENSES**

Printing, Plotting from CADD files and Reprographics by outside vendors	Cost + 10%
In-house Plots – 24”X36” SHEETS	\$1.50/S.F.
In-house plots – 30”X42” SHEETS	\$1.50/S.F.
Sub-consultants	Cost + 10%

Reimbursable travel expenses include vehicular mileage at \$0.55 per mile, bridge tolls and parking, airfare, transit fare, lodging and meals. Printing and reprographics receipts will be submitted with each monthly billing in accordance with the attached Scope of Services and Fees.

**LANDSCAPE ARCHITECTS ARE REGULATED BY THE CALIFORNIA ARCHITECTS BOARD AND LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE. ANY QUESTIONS CONCERNING A LANDSCAPE ARCHITECT MAY BE REFERRED TO THE COMMITTEE AT:**

**CALIFORNIA ARCHITECTS BOARD  
LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE  
400 R STREET, SUITE 4000  
SACRAMENTO, CA 95814**

**EXHIBIT 'A'**



**ATTACHMENT 'A'**  
**CIVIL AND STRUCTURAL ENGINEERING SERVICES**



BKF PP20105190  
August 29, 2012

Bruce Jett  
Principal  
Bruce Jett Associates.  
3 Altarinda Road, Suite 201  
Orinda, CA 94563  
925.254.5422

**Subject: Cornell Park, Discovery Bay  
Civil Engineering Scope of Work and Fee Proposal**

Dear Bruce,

BKF Engineers welcomes the opportunity to support your efforts on the Cornell Park improvements in Discovery Bay. Based on your proposal request, we understand the scope of the project is as follows:

*This project involves installing a new Pickle Ball Court and Solar Lights at Cornell Park. The City has also requested a topographic survey of the entire park, including areas outside of the scope of work.*

To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, assumptions (Attachment A), and associated fee as follows:

**SCOPE OF SERVICES**

**Task 1: Cornell Park Survey**

1. Aerial Survey: BKF will hire a subcontractor to fly over the site and prepare an aerial survey.
2. Supplemental Topographic Survey: BKF will visit the site and provide control for the aerial surveyor. Once the aerial survey is complete, BKF will return to the site and survey existing site features such as the existing gravity fed utilities (including inverts), dry utility box locations and hardscape for inclusion into a combined survey in AutoCAD format.
3. Drawings: For Task 1 BKF will prepare the following documents:
  - Site Topographic Survey (electronic copy plus stamped wet-signed original)

**Task 2: 50%, 90% & 100% Construction Issue Documents**

1. Coordination: BKF will coordinate with the team to ensure the site plan conforms to existing conditions and site constraints.
2. Drawings: Based on comments received during design development, BKF will modify our documents. We will prepare the following:
  - Grading/Utility Plan
  - Construction Details
3. Calculations: BKF will prepare the following final calculations:
  - Fence Footing Calculations



4. Specifications: BKF will prepare technical specifications in CSI format for elements included in our scope of work.
5. Submittals: BKF will provide coordination submittals at the 50%, and 90% level of completion.
6. Project Approval: BKF will revise the documents based on City comments and re-submit for review. We have allocated fee for one (1) re-submittal.

**Task 3: Solar Lighting 90% & 100% Construction Issue Documents**

1. Drawings: Based on comments received during design development, BKF will modify our documents. We will prepare the following:
  - Light Pole Footing Detail
2. Calculations: BKF will prepare the following final calculations:

**PROFESSIONAL FEE**

Based on the scope of services outlined above and the assumptions and scope qualifications included as Attachment A, we have estimate our level of effort for the project. The fees are based on BKF's professional hourly rates for 2012 (attached).

<u>Task</u>	<u>Description</u>	<u>Fee</u>
Task 1	Cornell Park Survey	\$7,120
Task 2	50%, 90% & 100% Construction Issue Documents	\$3,100
Task 3	Solar Lighting 90% & 100% Construction Issue Documents	\$800
	Total Civil Labor Fee	\$11,020
	Reimbursable Expenses	\$300
	Total Civil Fee	\$11,320

Reimbursable expenses will be billed with a 10% markup. Reimbursable expenses are anticipated for reproduction, photographic and printing work, mileage, express or messenger deliveries, and computer deliverable plots.

For tasks that are not contained in this scope of service, an additional fee based on the attached rate schedule will be submitted for your approval prior to commencing the activity. The rate schedule is subject to change based on rate adjustments made in future years, generally based on cost of living adjustments in the San Francisco Bay Area

Please call us at 925.940.2200 if you have any questions regarding our proposal.

Sincerely,

**BKF Engineers**

Daniel Schaefer, PE | LEED AP  
Principal/Vice President

Eric Swanson, PE | QSD QSP  
Project Manager

**ATTACHMENT 'A'  
IRRIGATION DESIGN SERVICES**

***RUSSELL D MITCHELL ASSOCIATES, INC.***

2760 Camino Diablo  
Walnut Creek, California 94597

Phone (925) 939-3985  
Fax (925) 932-5671

Email:  
RMA@RMAIRRIGATION.COM

**RMA**

August 29, 2012

BRUCE JETT ASSOCIATES, INC.  
4 Orinda Way, Suite 100-D  
Orinda, CA 94563  
Attn: Bruce Jett

Re: Cornell Park-Discovery Bay

Dear Bruce,

Regarding the above referenced project, please consider our firm's irrigation design and consultation proposal as follows:

1. Construction Documents:.....\$2,000.00  
Our services are as follows:
  - A. Site visit to review existing irrigation.
  - B. Re-routing of existing main line.
  - C. Valving of planting zones based on plant type, slope and exposure.
  - D. Irrigation sprinkler, bubbler, or emitter layout.
  - E. Lateral pipe layout with appropriate sizes to service sprinkler, bubbler or emitter heads.
  - F. Irrigation equipment legend describing the components of the design and general notes.
  - G. Irrigation equipment details for instructions on proper installation.
  - H. Irrigation specifications.
  - I. Water use calculations per AB1881

Optional services:

2. Meetings (if required):  
Our scope of work will include:
  - A. Meet with client to discuss irrigation related matters including coordination items, type of equipment, etc.
  - B. Time and materials billing @ \$125/hr
3. Post-Construction Observation/Audit (if required):  
Our scope of work will include:
  - A. Inspection of entire irrigation system under operation (each zone) to verify if it has been installed per plans.
  - B. Create a report of findings and corrections required.
  - C. Time and materials billing @ \$125/hr

Hourly fee schedule: Designer at \$125/hr

***IRRIGATION DESIGN • CONSULTATION • SUPERVISION • EVALUATION***



**RUSSELL D MITCHELL ASSOCIATES, INC.**

2760 Camino Diablo  
Walnut Creek, California 94597

Phone (925) 939-3985  
Fax (925) 932-5671

Email:  
RMA@RMAIRRIGATION.COM

**RMA**

Draftsman/Clerical at \$65/hr

Base plans, planting plans, preferred controller location(s) will be provided for our use by Bruce Jett Associates, Inc. Reimbursable expenses (i.e., deliveries, reproduction costs, etc.) will be billed at our cost in addition to this fee.

Thank you for considering our firm to provide irrigation consulting services. Upon acceptance of these services and fees, our firm will be pleased to proceed with the work according to the project's schedule. Please feel free to contact me with any questions you may have.

Respectfully Submitted,

RUSSELL D. MITCHELL & ASSOCIATES, INC.



Chris D. Mitchell

Proposal accepted by : \_\_\_\_\_ Date : \_\_\_\_\_

Title : \_\_\_\_\_  
(Please fax back a signed copy.)





# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

September 5, 2012

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Review and Discussion of District Representative Listing for 2012

**Recommended Action**

Review 2012 District Representative Listing and Approve Recommended Changes

**Executive Summary**

At the August 1, 2012 Board meeting, there was discussion relative to the types of meetings that Board members attend outside their regular requirements of attending regularly scheduled and special District Board Meetings.

There has been some confusion in the past regarding the use of the term "Ad Hoc" versus the use of the term "Subcommittee". An Ad Hoc committee is a committee that has a limited life term, or is created to resolve a specific issue or need. A subcommittee is a committee that has an ongoing specific purpose and is subordinate to the primary committee, in this case, the Board of Directors.

Staff has reviewed the existing committee listing for 2012 and makes a number of recommended changes, as indicated in the Revised District Representative Listing for 2012. One major change, however, is the proposed addition of the Communications Subcommittee. The Communications Committee met over the course 2011 to formulate a series of recommendations to the Board related to communication efforts on behalf of the Town. As staff is working on a number of projects, including the preparation of a monthly newspaper article and the development of the biannual newsletter, staff is requesting the Board establish the Communications Subcommittee.

**Fiscal Impact:**

**Amount Requested \$**

**Sufficient Budgeted Funds Available?:** (If no, see attached fiscal analysis)

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Existing District Representative Listing for 2012  
Revised District Representative Listing for 2012

**AGENDA ITEM: G-2**

## Town of Discovery Bay CSD Board of Directors

## District Representative Listing for 2012\*

Approved / Updated June 20, 2012

## DISTRICT REPRESENTATIVE

	Director Appointed	Alternate
Budget Ad-Hoc Committee	Mark Simon	Ray Tetreault
Community Center	Chris Steele	Jim Mattison
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Mark Simon	Jim Mattison
Contra Costa Special Districts Association	Kevin Graves	Mark Simon
East Contra Costa County Fire Protection District	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice President
Investment Oversight Ad-Hoc Committee	Chris Steele	Mark Simon
LAFCO	Jim Mattison	Mark Simon
Parks/Landscaping	Mark Simon	Ray Tetreault
Police Services	Ray Tetreault	Mark Simon
Public Financing Authority Committee	Kevin Graves & Ray Tetreault	Mark Simon
Recreation Ad-Hoc Committee	Jim Mattison	Kevin Graves
School Districts	Chris Steele	Kevin Graves
Transportation	Kevin Graves	Jim Mattison
Water & Sewer Vendor	Ray Tetreault	Kevin Graves

8/17/2012 4:49 PM

\* Adoption of this Listing constitutes approval of the Board for attendance at meetings and representation of the Town of Discovery Bay, by the designated representative (or in that representative's absence, the alternate) concerning the subject for which the appointment is made but does not address the issue of whether such attendance may be compensated or whether expenses may be paid for such attendance, as those issues are addressed by law and by separate policy of the Board.

**SCOPE OF FUNCTIONS**

**Budget Ad-Hoc Committee:** This involves working with staff in the development of the FY2012-13 Operating and Capital Improvement Program Budget. The Committee will meet on at least four (4) occasions prior to finalizing the budget for Board review and consideration.

**Community Center:** This involves meetings with public officials, public employees, Town staff and developers concerning issues involving the location of the Community Center.

**Contra Costa County Aviation Advisory:** This involves attending meetings of this committee to discuss airport operations and activities.

**Contra Costa County Code Enforcement:** This involves meeting with public officials, public employees and community groups covering issues of code enforcement in, or affecting, the Town.

**Contra Costa Special Districts Association:** This involves attending meeting of the Contra Costa Special Districts Association.

**Contra Costa County Fire Protection District:** This involves attending meetings of the East Contra Costa County Fire Protection District, and meeting with public officials, public employees and community groups concerning issues of fire protection in, or affecting, the Town.

**East County Water Management Association:** This involves attending meetings of this association, made up of representatives of local water and wastewater agencies to discuss, and exchange, information pertaining to water and wastewater operations.

**Investment Oversight Ad-Hoc Committee:** This involves meetings with public officials, public employees, and Town Staff that will review the District's investment portfolio through regular quarterly meetings and make recommendations that are consistent with the District's Investment Policy.

**LAFCO:** This involves attending meetings of LAFCO when an issue affecting the Town is before LAFCO.

**Parks/Landscaping:** This involves meeting with contractors, public officials, public employees, Town Staff, and community groups concerning issues involving the Town's parks and/or landscaping.

**Police Services:** This involves meeting with public officials, public employees and community groups covering issues of police services in, or affecting, the Town.

**Public Financing Authority:** This involves meetings with public officials and Town staff to facilitate the issuance of municipal debt and to utilize the financing powers of the Public Financing Authority to issue Revenue Bonds as the future needs arise.

**Recreation Ad-Hoc Committee:** This involves meetings with public officials and Town Staff to begin to develop a recreation program aimed at providing additional recreational opportunities to the community.

**School Districts:** This involves attending meetings of the School Districts, and meeting with public officials, public employees or community groups concerning issues affecting the relationship between the Town and the Town's residents and School Districts whose area involves any portion of the Town.

**Transportation:** This involves attending meetings with public officials, public employees, and community groups concerning transportation issues affecting the residents of the Town.

**Water and Sewer Vendor:** This involves meeting with contractors, public officials, public employees, Town Staff, and Community groups concerning issues involving the Town's Water and Sewer contractor(s).

<b>DISTRICT REPRESENTATIVE LISTING</b>		
<b>Regional Committee Appointments</b>		
	<b>Director Appointed</b>	<b>Alternate</b>
Contra Costa County Aviation Advisory Committee	Kevin Graves	Chris Steele
Contra Costa County Code Enforcement	Mark Simon	Jim Mattison
Contra Costa Special Districts Association	Kevin Graves	Mark Simon
East Contra Costa County Fire Protection District Liaison	Kevin Graves	Mark Simon
East County Water Management Agency	Board President	Board Vice President
LAFCO Liaison	Jim Mattison	Mark Simon
Police Services (P6 Committee)	Ray Tetreault	Mark Simon
School District Representative/Liaison	Chris Steele	Kevin Graves
Regional Transportation Agencies	Kevin Graves	Jim Mattison
<b>Board Subcommittee Appointments</b>		
<del>Parks/Landscaping and Parks</del> <u>Subcommittee</u>	Mark Simon	Ray Tetreault
Budget <del>Ad-Hoc</del> <u>Subcommittee</u>	Mark Simon	Ray Tetreault
Community Center <u>Subcommittee</u>	Chris Steele	Jim Mattison
Investment Oversight <u>Subcommittee</u>	Chris Steele	Mark Simon
Public Financing Authority <u>Subcommittee</u>	Kevin Graves <del>&amp; Ray Tetreault</del>	<del>Mark Simon</del> <u>Ray Tetreault</u> <sup>i</sup>
<u>Parks and Recreation Subcommittee</u>	Jim Mattison	Kevin Graves
<u>Water &amp; Wastewater Subcommittee</u>	Ray Tetreault	Kevin Graves
<u>Communications Subcommittee</u> <sup>ii</sup>	<u>Kevin Graves</u> <sup>iii</sup>	<u>Chris Steele</u> <sup>iii</sup>

<sup>i</sup> Mark Simon is back up to Ray Tetreault

<sup>ii</sup> The Board appointed committee was disbanded when the Committee completed their work

<sup>iii</sup> Previously Appointed Board Members – Committee Does not currently exist



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

September 5, 2012

**Prepared By:** Carol McCool, Administrative Assistant  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Agency Comment Request – Home Occupation Use Permit Application – Adrian Pell (LP12-2095)

**Recommended Action**

As Necessary

**Executive Summary**

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Land Use Permit Application from Adrian Pell for consideration to operate a home based business. The business is for home based computer consulting, software and production business.

The home is located at 726 Willow Lake Road, Discovery Bay, California. A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

**Fiscal Impact:**

**Amount Requested** \$N/A

**Sufficient Budgeted Funds Available?:** (If no, see attached fiscal analysis)

**Prog/Fund # Category:** Pers. Optg. Cap. -or- CIP# Fund#

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Agency Comment Request – LP12-2095

**AGENDA ITEM: G-3**



TownOfDiscoveryBay CSD  
 Received

AUG 20 2012

**AGENCY COMMENT REQUEST**

Date 8/17/12

We request your comments regarding the attached application currently under review.

**DISTRIBUTION**

Building Inspection     Grading Inspection

HSD, Environmental Health, Concord

HSD, Hazardous Materials

PW - Flood Control (Full Size)

PW - Engineering Svcs (Full Size)

Date Forwarded \_\_\_\_\_

PW Traffic (Reduced)

PW Special Districts (Reduced)

PW—APC Floodplain Tech (2<sup>nd</sup> Floor)

Advance Planning

Redevelopment Agency/Housing

Historical Resources Information System

CA Native American Heritage Comm.

CA Fish & Game, Region # \_\_\_\_\_

U.S. Fish & Wildlife Service

Fire District \_\_\_\_\_

Sanitary District \_\_\_\_\_

Water District \_\_\_\_\_

City of \_\_\_\_\_

School District \_\_\_\_\_

East Bay Regional Park District

MAC/TAC \_\_\_\_\_

Diablo/Discovery Bay CSD

DOIT - Deputy Director, Communications

CDD-GIS

LAFCO

East CCC Habitat Conservancy (HCP/NCCP)

County Geologist

Airport Land Use Commission Staff (ALUC)

**Community Organizations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit your comments as follows:

Project Planner D'Andre Wells

Phone # (925) 674-7797

E-mail D'andre.wells @dcd.cccounty.us

County File # LPR-2095

Prior to September 11, 2012

\*\*\*\*\*

We have found the following special programs apply to this application:

No Redevelopment Area

No Active Fault Zone

B Flood Hazard Area, Panel # \_\_\_\_\_

60 dBA Noise Control

CA EPA Hazardous Waste Site

\_\_\_\_\_

**Mineral Rights Holder:**

\_\_\_\_\_

\*\*\*\*\*

**AGENCY:** Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.

Comments:  None     Below     Attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Agency phone # \_\_\_\_\_



**CONTRA COSTA COUNTY**  
**Department of Conservation & Development**  
**Community Development Division**

**HOME OCCUPATION USE PERMIT APPLICATION**

TO BE COMPLETED BY OWNER/APPLICANT

<b>OWNER</b> Name <u>Byron United Methodist Church</u>	<b>APPLICANT</b> Name <u>ADRIAN PELL</u>
Address <u>14671 Byron Hwy</u>	Address <u>726 WILLOW LAKE ROAD (bus loc 100)</u>
City, State/Zip <u>Byron, CA 94514</u>	City, State/Zip <u>DISCOVERY BAY, CA 94505</u>
Phone <u>(925) 634-1411</u> email <u>925-634-1141</u>	Phone <u>(530) 863-0254</u> email <u>adrian@pellcreations.com</u>
By signing below, owner agrees to pay all costs; including any accrued interest, if the applicant does not pay costs. <input checked="" type="checkbox"/> Check here if billings are to be sent to applicant rather than owner.	By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.
Owner's Signature <u>[Signature]</u>	Applicant's Signature <u>[Signature]</u>

<b>CONTACT PERSON (optional)</b> Name _____ Address _____ City, State/Zip _____ Phone _____ email _____	
---	--

Nature of business (attach supplemental statement if necessary):  
Computer consultancy and contract software development

↓ FOR OFFICE USE ONLY ↓

Application description: THE APPLICANT IS REQUESTING APPROVAL TO CONDUCT A HOME BASED COMPUTER CONSULTING + SOFTWARE PRODUCTION BUSINESS OUT OF A SINGLE FAMILY RESIDENCE IN THE DISCOVERY BAY AREA.

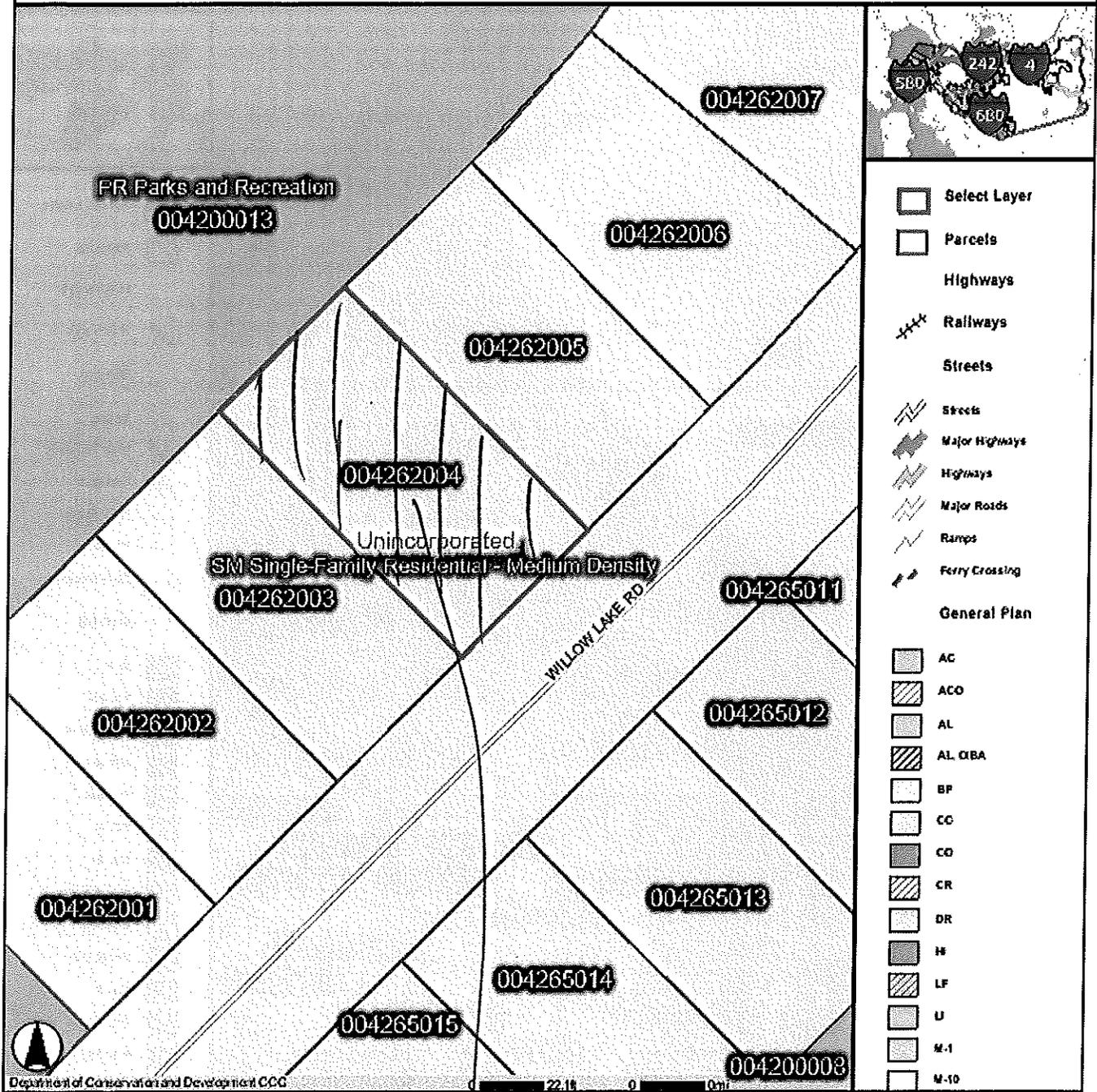
Property description: [Signature]

Please submit: (a) three (3) sets of a complete site plan including a floor plan indicating the area where the business will be conducted (8½" X 11"); (b) "Important Notice to Applicants" form signed and dated

Assessor's #	TYPE OF FEE	FEE	CODE	
<u>004-262-005</u>	*Base Fee/Deposit	<u>\$300.00</u>	S-026	
Census Tract: <u>3040.00</u>	Late Filing Penalty (+50% of above-if applicable)		S-066A	
Atlas Page:	Notification Fee = # Addresses X \$1.50 + \$30.00	<u>300.00</u>	S-052B	
General Plan: <u>SM, SF-medium</u>	Environmental Health Dept.	<del>450</del>	5884	
Supervisory District: <u>3</u>				
Area: <u>Discovery Bay</u>	<b>TOTAL</b>	<u>\$330.00</u>		Received by: <u>[Signature]</u>
Fire District: <u>EAST CC FIRE</u>	<b>Receipt #</b>			Date Filed: <u>8/15/12</u>
<b>CEQA: Categorically Exempt</b> <input type="checkbox"/> 1(n) HOME OFFICE <input type="checkbox"/> CLASS _____	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File # <u>LP 12-02095</u>

**PLEASE COMPLETE REVERSE SIDE**

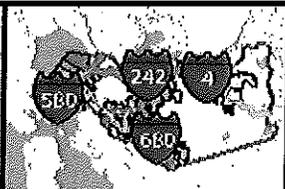
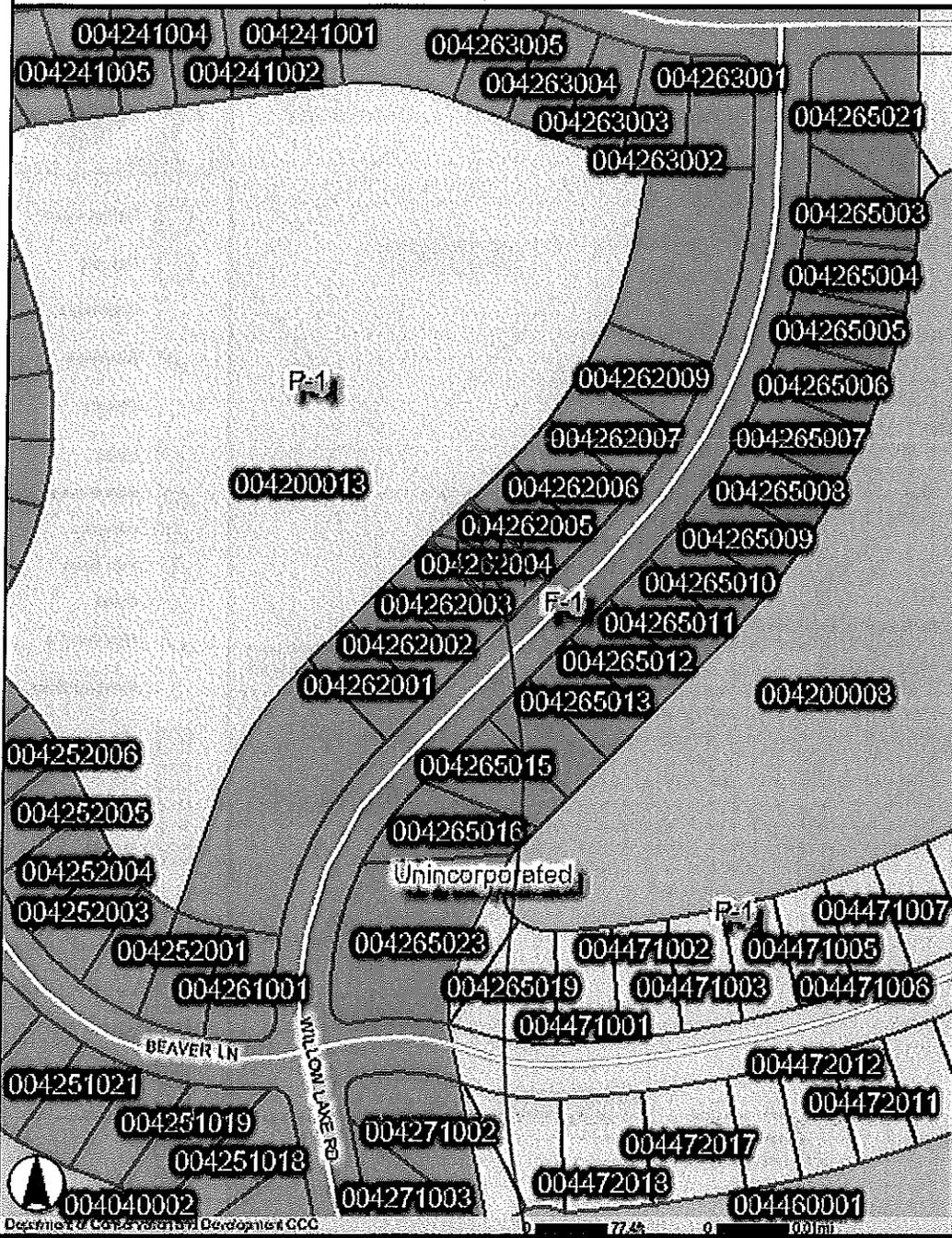
# GENERAL PLAN



Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

SITE

# ZONING



**Select Layer**

- Parcels
- Highways
- Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing

**Zoning**

- U, X
- T-1, FH
- R-8, TOV-X
- R-8, S-2
- R-8, FH
- R-7, X
- R-6, X
- R-6, TOV-X
- R-40, FH
- P-4B, S-2
- P-1, X
- P-1, TOV-X
- P-1, FH
- O-1, TOV-X

Department of Community and Development CCC

Refer to the ArcGIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

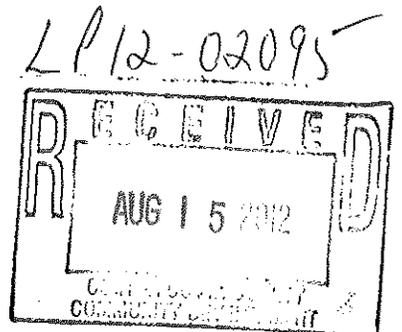
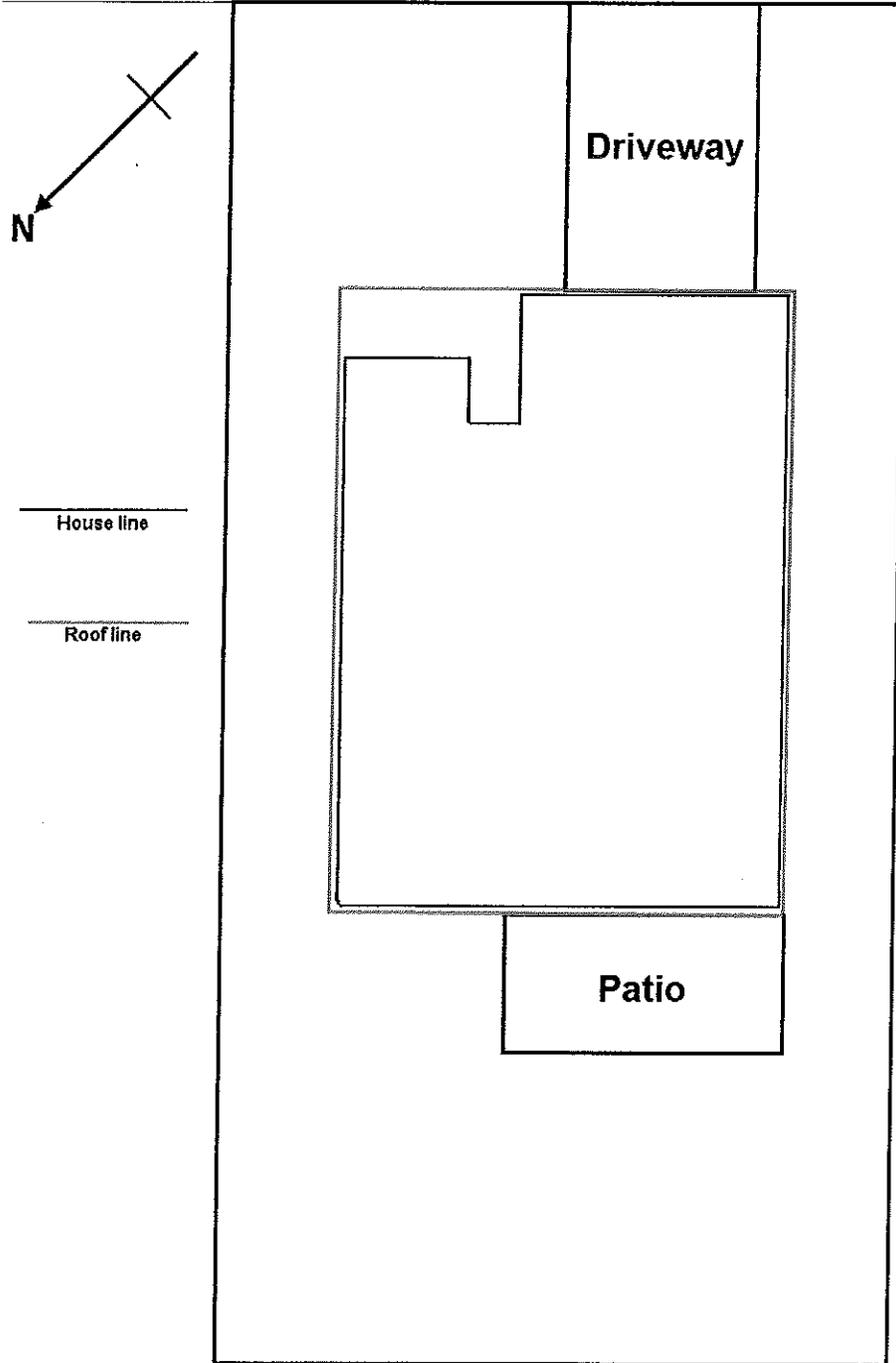
SITE

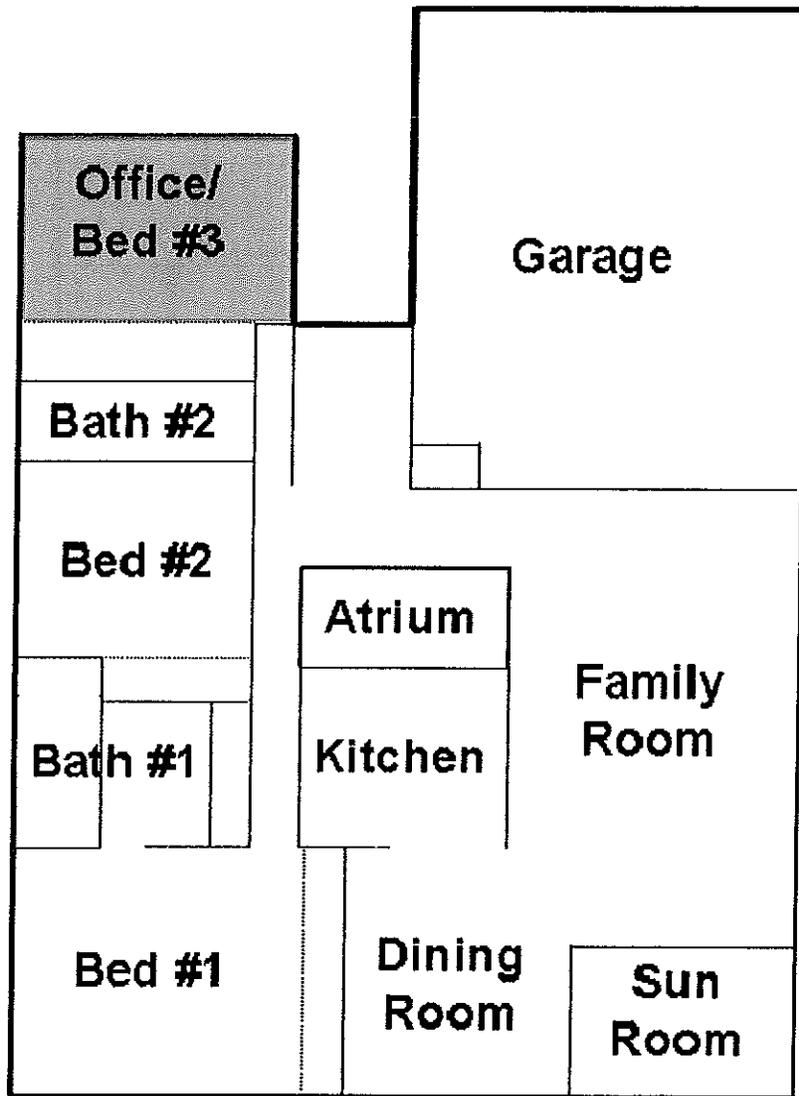
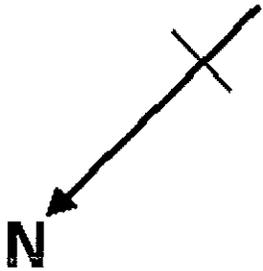
# Home Occupation Use Permit Application

Adrian Pell, 726 Willow Lake Road, Discovery Bay, CA 94505

(530) 863-0254 adrian@pellcreations.com

## Willow Lake Road







# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

September 5, 2012

**Prepared By:** Carol McCool, Administrative Assistant  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Agency Comment Request – Home Occupation Use Permit Application – Douglas Browand (LP12-2100)

**Recommended Action**

As Necessary

**Executive Summary**

The Contra Costa County Department of Conservation and Development has requested Board input into a proposed Land Use Permit Application from Douglas Browand for consideration to operate a home based business. The business is for home based fiber optic consulting.

The home is located at 2090 Largo Court, Discovery Bay, California. A diagram of the property is attached.

The Contra Costa County Department of Conservation and Development is seeking Board input into this proposed application.

**Fiscal Impact:**

**Amount Requested** \$N/A

**Sufficient Budgeted Funds Available?:** (If no, see attached fiscal analysis)

**Prog/Fund # Category:** Pers. Optg. Cap. -or- CIP# Fund#

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

Agency Comment Request – LP12-2100

**AGENDA ITEM: G-4**

CONTRA COSTA COUNTY  
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT  
 COMMUNITY DEVELOPMENT DIVISION  
 30 Muir Road  
 Martinez, CA 94553-4601  
 Phone: 925-674-7205  
 Fax: 925-674-7258

① JB 8-24-12



Town of Discovery Bay CSD  
 Received

**AGENCY COMMENT REQUEST**

AUG 27 2012  
 Date 8/24/12

We request your comments regarding the attached application currently under review.

**DISTRIBUTION**

Building Inspection  Grading Inspection

HSD, Environmental Health, Concord

HSD, Hazardous Materials

P/W - Flood Control (Full Size)

P/W - Engineering Svcs (Full Size)

Date Forwarded \_\_\_\_\_

P/W Traffic (Reduced)

P/W Special Districts (Reduced)

P/W—APC Floodplain Tech (2<sup>nd</sup> Floor)

Advance Planning

Redevelopment Agency/Housing

Historical Resources Information System

CA Native American Heritage Comm.

CA Fish & Game, Region # \_\_\_\_\_

U.S. Fish & Wildlife Service

Fire District \_\_\_\_\_

Sanitary District \_\_\_\_\_

Water District \_\_\_\_\_

City of \_\_\_\_\_

School District \_\_\_\_\_

East Bay Regional Park District

MAC/TAC \_\_\_\_\_

Discovery Bay CSD

DOIT - Deputy Director, Communications

CDD-GIS

LAFCO

East CCC Habitat Conservancy (HCP/NCCP)

County Geologist

Airport Land Use Commission Staff (ALUC)

**Community Organizations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please submit your comments as follows:

Project Planner D'Andre Wells

Phone # (925) 674-7777

E-mail d.andre.wells@dcd.cccounty.us

County File # DP12-2100

Prior to September 18, 2012

\*\*\*\*\*

We have found the following special programs apply to this application:

Redevelopment Area

Active Fault Zone

Flood Hazard Area, Panel # \_\_\_\_\_

60 dBA Noise Control

CA EPA Hazardous Waste Site

**Mineral Rights Holder:**

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**AGENCY:** Please indicate the code section of recommendations required by law or ordinance. Send copies of your response to the Applicant & Owner.

Comments:  None  Below  Attached

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ DATE \_\_\_\_\_

Agency phone # \_\_\_\_\_



**CONTRA COSTA COUNTY**  
**Department of Conservation & Development**  
**Community Development Division**

**HOME OCCUPATION USE PERMIT APPLICATION**

**APPLICANT TO BE COMPLETED BY OWNER/APPLICANT**

<b>OWNER</b> Name <u>Rosalee Browland</u>	<b>APPLICANT</b> Name <u>Leslie Browland</u>
Address <u>2090 Largo Ct.</u>	Address <u>2090 Largo Ct.</u>
City, State/Zip <u>Discovery Bay CA 94508</u>	City, State/Zip <u>Discovery Bay CA 94508</u>
Phone <u>626-798-1490</u> email <u>lebl9622000@verizon.com</u>	Phone _____ email _____

By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs.  
 Check here if billings are to be sent to applicant rather than owner.  
 Owner's Signature \_\_\_\_\_

By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing.  
 Applicant's Signature [Signature]

**CONTACT PERSON (optional)**  
 Name Leslie Browland  
 Address 2090 Largo Ct.  
 City, State/Zip Discovery Bay CA 94508  
 Phone 626-798-1490 email lebl9622000@verizon.com  
 Nature of business (attach supplemental statement if necessary): fiber optic consulting

↓ **FOR OFFICE USE ONLY** ↓

Application description: APPLICANT REQUEST APPROVAL OF HOME OCCUPATION APPLICATION TO ESTABLISH ADMINISTRATIVE OFFICE FUNCTION FOR TECH CONSULTATION BUSINESS.  
 Property description: LOT 64 OF CYPRESS LANDING IN DISCOVERY BAY

Please submit: (a) three (3) sets of a complete site plan including a floor plan indicating the area where the business will be conducted (8 1/2" X 11"); (b) "Important Notice to Applicants" form signed and dated

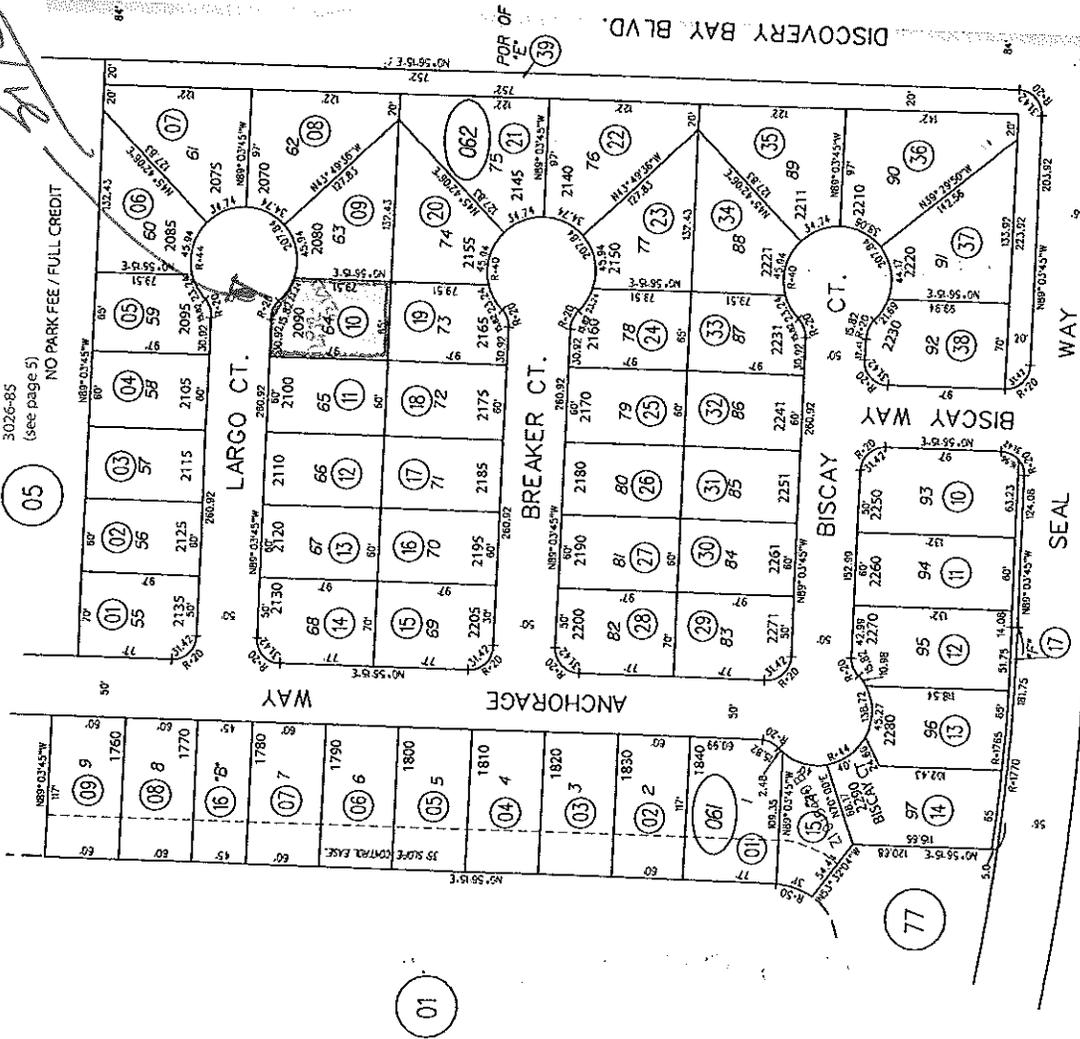
Assessor's #	TYPE OF FEE	FEE	CODE	
<u>028-262-010</u>	Zoning District: <u>F-1</u>	*Base Fee/Deposit	\$300.00	S-026
	Census Tract: <u>3040.00</u>	Late Filing Penalty (+50% of above if applicable)	<u>—</u>	S-066A
	Atlas Page: <u>N-28</u>	Notification Fee = # Addresses X \$1.50 + \$30.00	<u>35.00</u>	S-052B
	General Plan: <u>SN</u>	Environmental Health Dept.	<u>—</u>	5884
	Supervisorial District: <u>3</u>			
	Area: <u>DISCO BAY</u>	<b>TOTAL</b>	<u>\$335.00</u>	Received by: <u>[Signature]</u>
	Fire District: <u>EAST CONTRA COSTA</u>	<b>Receipt</b>	<u>#D12-063248</u>	Date Filed: <u>8-22-12</u>
<b>CEQA: Categorically Exempt</b> <input type="checkbox"/> 1(n) HOME OFFICE <input type="checkbox"/> CLASS _____	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			File #LP12-2100

**PLEASE COMPLETE REVERSE SIDE**

CT.3040.00

Architectural Review  
Stamp Req.

1986 ROLL POR. TRACT 6628 M.B. 297-1 (DISCOVERY BAY) "CYPRESS LANDING" P.U.D.  
C.C. & R.S. 0448/363 2-12-87  
3026-85  
(see page 5)  
NO PARK FEE / FULL CREDIT



12-9-02  
Do Not clear  
Bligs, prms for  
ramps to dock  
w/out Dir amend  
approval. DA

RD. FEES

33

BRIDGE FEES  
MARK PERMIT

061

062

ZM: N-28  
FM 009-07  
AS 009-23 1-09-86  
ASSESSOR'S MAP

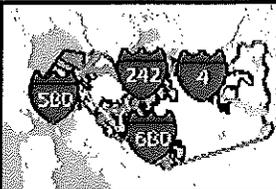
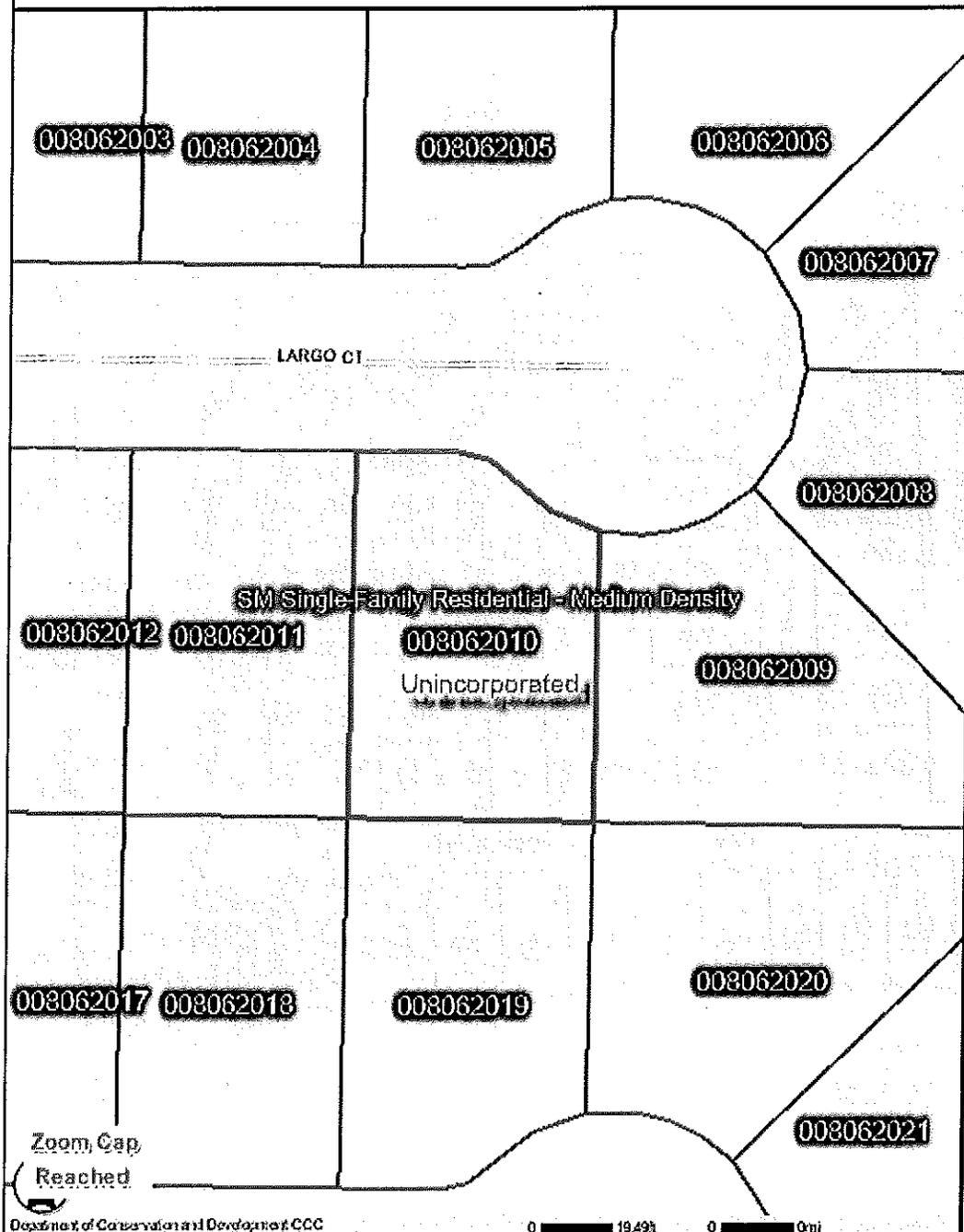
BOOK 8 PAGE 06  
CONTRA COSTA COUNTY, CALIF.

NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION UNLESS THE PERSON ASSASSORING THIS MAP COMPLY WITH LOCAL ORDINANCES OR BUILDING SITE ORDINANCES.

07 MAR - 5 AM 10 17

Agenda Item G-4

# General Plan



**Select Layer**

- Parcels
- Highways
- Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing

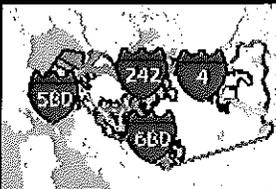
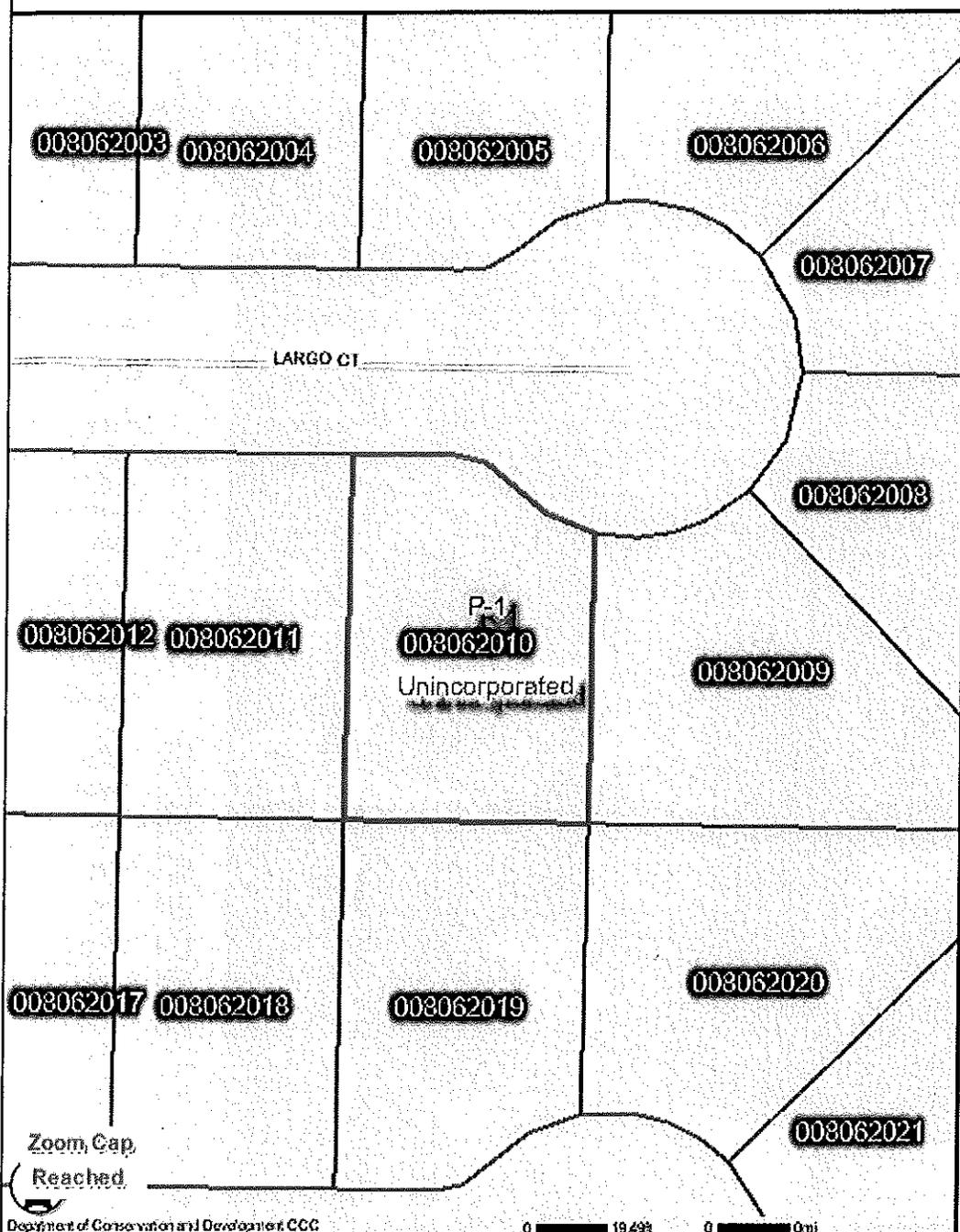
**General Plan**

- AC
- ACO
- AL
- AL OBA
- BP
- CC
- CO
- CR
- DR
- H
- LF
- U
- M-1
- M-10

008-062-010

Refer to the ArcGIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

# Zoning



- Select Layer
- Parcels
- Highways
- +++ Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing
- Zoning
- U. X
- T-1. FH
- R.B. TOV-K
- R.B. S-2
- R.B. FH
- R-7. X
- R-6. X
- R-6. TOV-K
- R-40. FH
- P-NB. S-2
- P-1. X
- P-1. TOV-K
- P-1. FH
- O-1. TOV-K

Zoom Cap.  
Reached

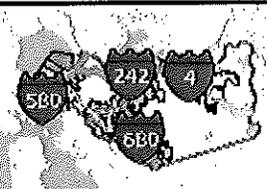
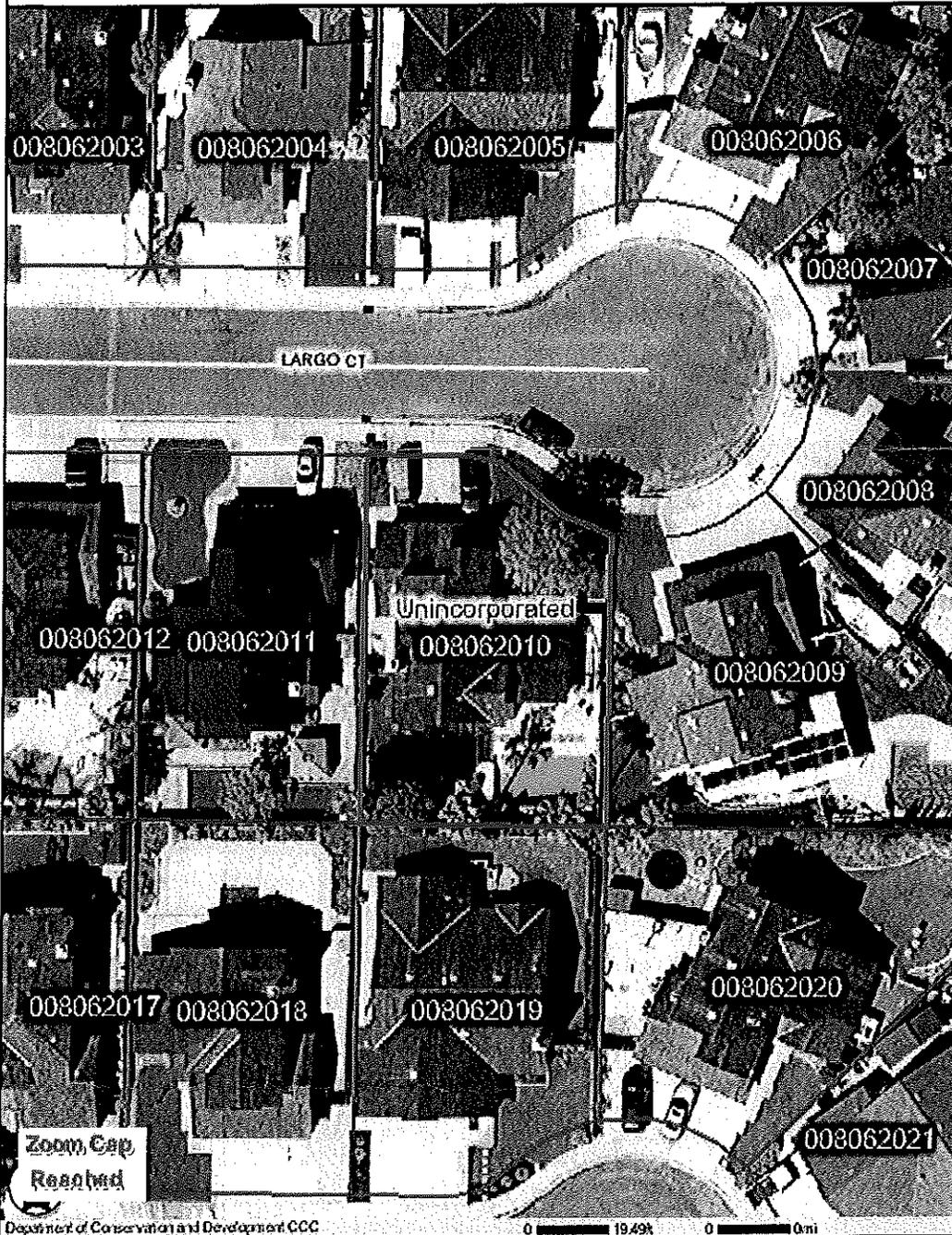
Department of Conservation and Development CCC

0 19.29% 0 0mi

008-062-010

Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

# Map Title



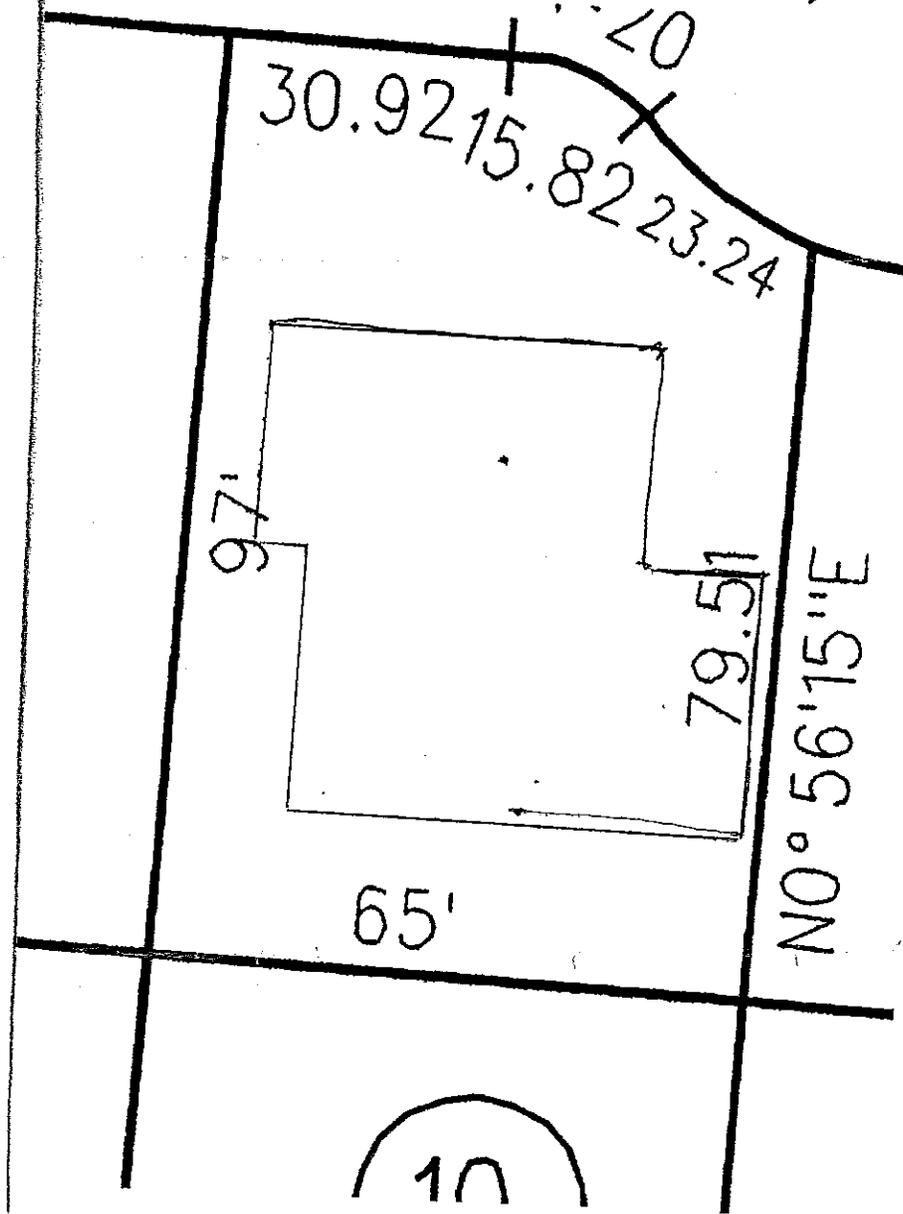
- Select Layer
- Parcels
- Highways
- Railways
- Streets
- Streets
- Major Highways
- Highways
- Major Roads
- Ramps
- Ferry Crossing
- City Limits**
- Antioch
- Brentwood
- Clayton
- Concord
- Danville
- El Cerrito
- Hercules
- Lafayette
- Martinez
- Moraga
- Oakley
- Orinda
- Pinole

Department of Conservation and Development, CCC

0 19.49% 0 0.1 mi

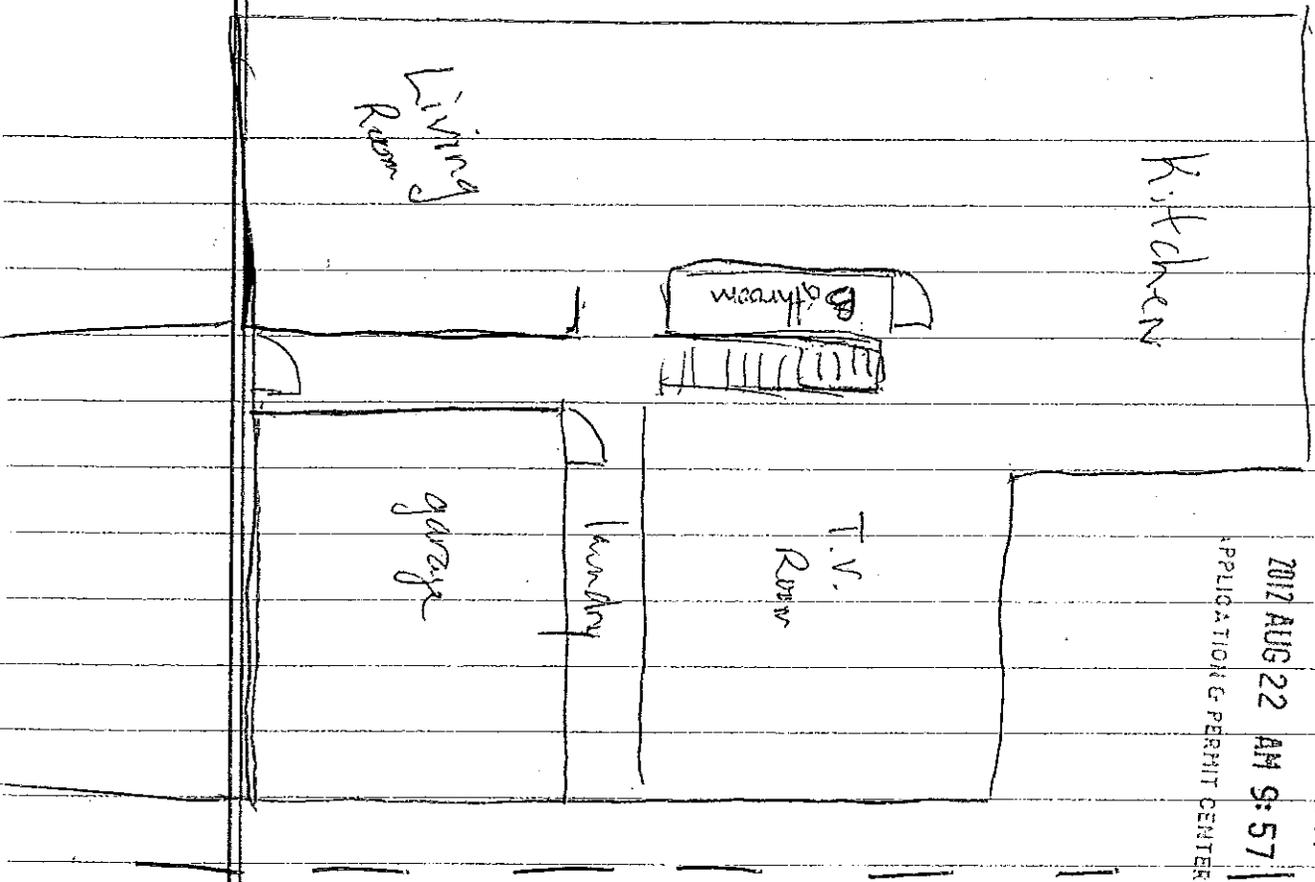
Refer to the Accela GIS Administrators Guide for instructions on how to set the disclaimer text displayed in this area.

2090 Largo Court, Discovery Bay CA



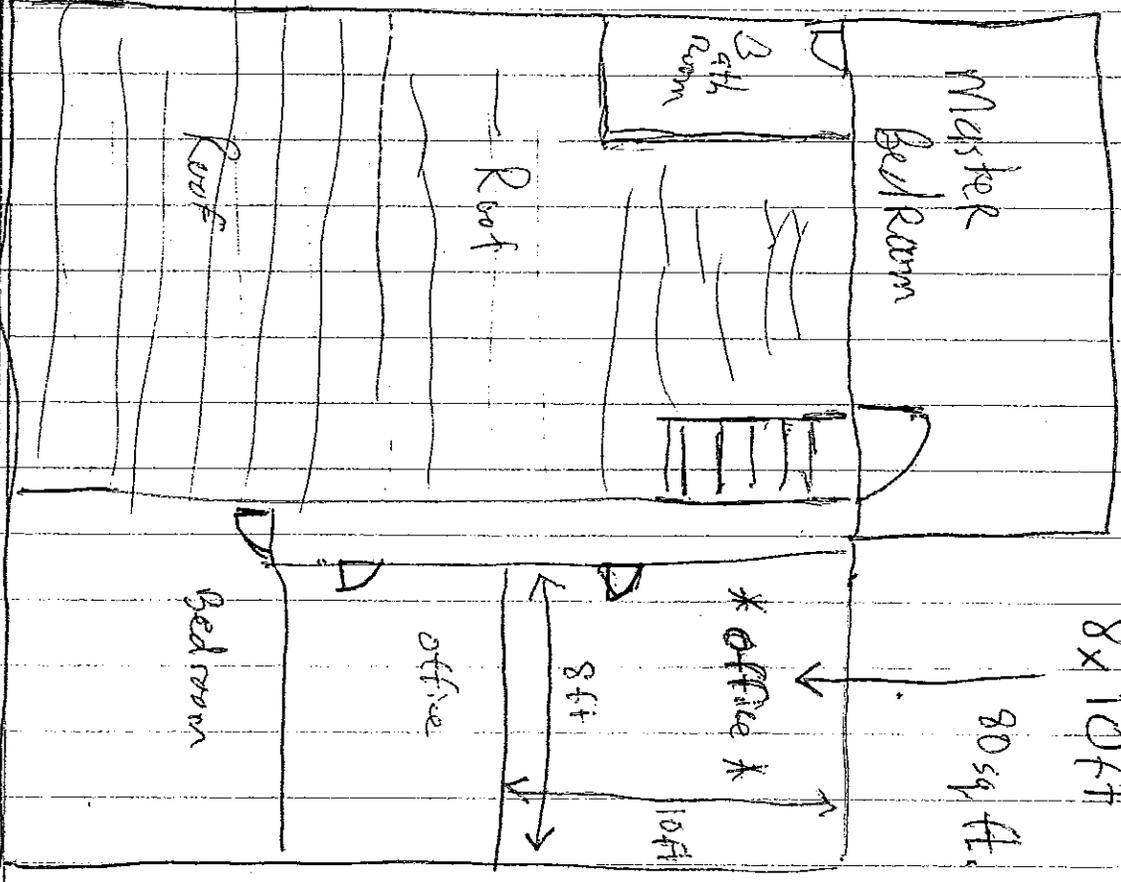
CONTRA COSTA  
2012 AUG 22 AM 10:43  
APPLICATION & PERMIT CENTER

1st Floor



CONTRA COSTA  
 2017 AUG 22 AM 9:57  
 APPLICATION & PERMIT CENTER

2nd Floor



\* Office for \*  
 Business use  
 8x10ft  
 80 sq. ft.

Leslie Broward  
 2090 Largo Ct.  
 Discovery Bay, CA



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

September 5, 2012

**Prepared By:** Virgil Koehne, Water and Wastewater Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Authorize Contract Change Order Number(s) 00009 & 00010 to Conco West for the Belt Press and Dewatering Project

**Recommended Action**

Authorize Contract Change Order Number 00009 in the amount of \$132,000.00 for site preparation for Solar Dryer No. 4 and Contract Change Order Number 00010 in the amount of \$238,500.00 for the concrete solar slab structure to Conco West Inc. for the Belt Press and Dewatering Project

**Executive Summary**

On February 15, 2012, the Board awarded a contract to Conco West Inc. the amount of \$899,800.00 for the construction of facilities necessary for the District's Belt Press and Dewatering biosolids process.

On May 1, 2012 the Board authorized the completion of solar slab #3 in the amount of \$250,768.00.

As a consequence of funds becoming available through the sale of the Revenue Bonds, staff recommends that the ground work associated with the solar dryer project be completed at this time. Crews are on site and there would be no additional cost to re-bid the project and mobilize crews since the contractor is maintaining the initial bid pricing structure.

Staff recommends two (2) change orders at this time:

1. Authorize Contract Change Order Number 00009 in the amount of \$132,000.00 for site preparation for Solar Dryer No. 4; and
2. Authorize Contract Change Order Number 00010 in the amount of \$238,500.00 for the concrete solar slab structure.

These contract change orders are consistent with the initial set of plans and specifications. Adequate project funding exists to award this change order.

**Fiscal Impact:**

**Amount Requested \$370,500.00**

**Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)**

**Prog/Fund # Bond Proceeds Category: Capital Improvements**

**Previous Relevant Board Actions for This Item**

November 16, 2011 – Belt Press Authorization; July 20, 2011 Award of Design Contract; Acceptance of Wastewater Master Plan

February 15, 2012 Construction Bid Awarded to Conco West Inc., May 1 Contract Change Order.

**Attachments**

Contract Change Order No. 00009 and 00010

**AGENDA ITEM: G-5**

**CONCO-WEST, INC.**

P.O. BOX 1360

MANTECA, CA 95336

Phone: 209-239-2110

Fax: 209-239-2384

**PROPOSED CHANGE ORDER**

**No. 00009**

**TITLE:** SITE PREPARATION FOR DRYER 4

**DATE:** 8/24/2012

**PROJECT:** DISCOVERY BAY DEWATERING FACILITY

**JOB:** 312040

**TO:** Attn: VIRGIL KOEHNE  
TOWN OF DISCOVERY BAY  
1800 WILLOW LAKE ROAD  
DISCOVERY BAY, CA 94514  
Phone: 925-634-1131 Fax: 925-513-2705

**CONTRACT NO:** 1000

**RE: To: From: Number:**

**DESCRIPTION OF PROPOSAL**

FURNISH LABOR, MATERIALS AND EQUIPMENT TO CONSTRUCT THE SCOPE OF WORK AS IDENTIFIED PER PCO-11 FROM HERWIT ENGINEERS DATED 8-14-12. SITE PREPARATION FOR THE FUTURE SOLAR DRYER NO. 4 SLAB INCLUDING PEAT REMOVAL, CLAY FILL, AB INSTALLATION, SITE DRAIN BOX, SITE DRAINAGE PIPING AND WATER LINE EXTENSION. OUR PROPOSAL IS BASED ON UTILIZATION OF ONSITE BORROW DIRECTLY SOUTH/WEST OF THE SOLAR DRIER SLAB NO. 4. WE HAVE INCLUDED UP TO 2.5' OF PEAT REMOVAL AND STOCKPILE AT THE EAST SIDE OF THE SOLAR DRYING SLABS.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	FURNISH LABOR, MATERIALS AND EQUIPMENT TO CONSTRUCT THE SCOPE OF WORK IDENTIFIED IN PCO-11 DATED 8-14-12.		1.000		\$132,000.00	0.00%	\$0.00	\$132,000.00

**Unit Cost:** \$132,000.00  
**Unit Tax:** \$0.00  
**Total:** \$132,000.00

**APPROVAL:**

**By:** \_\_\_\_\_  
VIRGIL KOEHNE

**By:** \_\_\_\_\_  
MIKE DEROUSSE

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CONCO-WEST, INC.**

P.O. BOX 1360

MANTECA, CA 95336

Phone: 209-239-2110  
Fax: 209-239-2384

**PROPOSED CHANGE ORDER**

**No. 00010**

**TITLE:** PCO 12 SOLAR DRIER 4 CONCRETE STRUC

**DATE:** 8/24/2012

**PROJECT:** DISCOVERY BAY DEWATERING FACILITY

**JOB:** 312040

**TO:** Attn: VIRGIL KOEHNE  
TOWN OF DISCOVERY BAY  
1800 WILLOW LAKE ROAD  
DISCOVERY BAY, CA 94514  
Phone: 925-634-1131 Fax: 925-513-2705

**CONTRACT NO:** 1000

**RE: To: From: Number:**

**DESCRIPTION OF PROPOSAL**

FURNISH LABOR, MATERIALS AND EQUIPMENT TO CONSTRUCT THE SCOPE OF WORK AS IDENTIFIED PER PCO-12 FROM HERWIT ENGINEERS DATED 8-14-12. SOLAR DRIER SLAB, WALLS AND ASSOCIATED WORK AS DESCRIBED IN PCO-12. WE HAVE INCLUDED FURNISH AND INSTALLATION OF 60 BOLTS. WE HAVE ALSO INCLUDED FURNISH AND INSTALL OF THREADED REBAR DOWELS INTO PREVIOUSLY INSTALLED FORM SAVERS. WE INCLUDE INSTALLATION OF POST EMBEDS AND DOOR TRACK EMBED. POST AND TRACK EMBED TO BE FURNISHED BY THE DISTRICT.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	PROVIDE LABOR, MATERIALS AND EQUIPMENT TO CONSTRUCT THE SCOPE OF WORK AS IDENTIFIED IN PCO-12		1.000		\$238,500.00	0.00%	\$0.00	\$238,500.00

**Unit Cost:** \$238,500.00  
**Unit Tax:** \$0.00  
**Total:** \$238,500.00

**APPROVAL:**

**By:** \_\_\_\_\_  
VIRGIL KOEHNE

**By:** \_\_\_\_\_  
MIKE DEROUSSE

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Discovery Bay  
P-6 Zone Citizen  
Advisory  
Committee**



Office of Supervisor Mary N. Piepho  
Contact: Karyn Cornell  
181 Sand Creek Road, Suite L  
Brentwood, CA 94513  
925-240-7260

Respectfully submitted by: \_\_\_\_\_

**DRAFT**

*The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.*

## **Record of Actions**

**Meeting start time: 7:00 p.m.**

**Tuesday, June 18, 2012**

1.) Meeting called to order by Vice Chair Kane at 7:00 p.m. with Committee members Mankin and Stevens present. Chair Earl and Committee member Alfsen absent.

2.) **Public Comment:** No Public Comment Received.

3.) **Review of Record of Actions of May 9, 2012 meeting:** Committee member Mankin made a motion to accept the Record of Actions as written. Second made by Committee member Stevens. Motion carried 3-0.

4.) **Correspondence: (Key: R= Received S= Sent)**

S-5/14/12 DB P-6 Zone CAC to Sheriff Livingston regarding potential funding for the 2012-2013 Byron Union School District SRO

R-6/7/12 Supervisor Piepho regarding Felipe Alfsen's seat

5.) **Old Business:**

- a.) Discussion of funding for the Byron Union School District School Resource Officer and Anti-bullying effort: Lt. Johnson updated the group that Sheriff Livingston was preparing a response. The Sheriff's Office is unable to contribute funds due to current budget constraints. There is an option available to do a modified schedule as Deputy Elaine is out on temporary leave and a 9-month contract is available vs. a 12-month contract. Lt. Johnson provided a funding summary as well as the projected cost of a deputy. The group had several questions regarding the funding summary and budget. Lt. Johnson will work to provide answers at the next meeting. Byron Union School Board President Elaine Landro updated the group that the School District is able to commit \$50,000 for the position. Discussion by the Board as to the benefit of the SRO to not only the School District but the overall community.. Motion made by Councilmember Mankin to approve assisting the school district in funding the SRO position for 9 months vs. 12 months for the 2012/2013

*This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.*

school year at an approximate cost of \$100,000. Second made by Vice Chair Kane. Motion carried 3-0.

**7.) New Business**

- a.) Monthly activity report (Lt. Johnson): Lt. Johnson provided an overview of the calls for May 2012.
- b.) Fundraising Ideas: Item continued until the next meeting
- c.) Other new Business: None

**8.) Future agenda items/Committee Member Comments:**

- a.) BUSD SRO funding
- b.) Fundraising Ideas

**9.) Adjourn:** Meeting adjourned at 7:54 p.m. to the next meeting scheduled for August 20 at 7:00p.m.